



香港善導會  
The Society of Rehabilitation and  
Crime Prevention, Hong Kong

## Recruitment of Contract Post

### **Human Resources Officer (Wan Chai) (5-day Work)**

The appointee will be a key member of the HR team in smooth and effective provision of full spectrum of HR services including compensation and benefits, on-boarding and off-boarding procedures, recruitment and selection, staff engagement, performance management, workforce planning, headcount and budgets management, occupational health and safety, etc.

#### **Key responsibilities:**

- Responsible for Compensation & Benefit operations including full payroll and ORSO / MPF administration, tax filing, performance appraisal, insurance review, employee relations, work injury cases, etc.;
- Act as Business Partner to service units and Supervisors on payroll and staffing issues among internal and external stakeholders;
- Be actively contributed to the reviewing and implementation of HR policies and procedures in compliance with employment legislations and continuous improvement;
- Work in collaboration with teammates on coordinating staff events and initiatives to promote employer branding, staff engagement and wellness;
- Compile reports and statistics for management review and funders' reporting, as well as providing secretariat support to the HR committee and working groups; and
- Render support on the enhancement and maintenance of HRIS and ensure its effectiveness and responsiveness in facilitating HR processes.

#### **Requirements**

- Degree holder in HR Management, Business Administration or related disciplines;
- At least 4 years of solid experience in C&B (payroll) and general HRM in sizeable organisations;
- Well-versed in Hong Kong Employment Ordinance and related legislations (e.g. PDPO, EOC, etc)
- Good command of spoken and written English and Cantonese
- A self-starter, open-minded, meticulous, attentive to details with ability to multi-task and maturity in resolving people issues in a sensitive and professional manner
- Good organisation, communication and administrative skills, including computer literacy (proficiency in MS Office with advanced Excel functions is a plus)

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to [recruit@sracp.org.hk](mailto:recruit@sracp.org.hk).

*(All information provided will be kept as confidential & only be used for recruitment related purposes)*