

Human Resources Assistant

(Ref.: HRA/CKHH)

Responsibilities:

- Provide administrative and clerical support for the full spectrum of HR functions, including but not limited to compensation & benefits and payroll administration
- Maintain the HRMS database and prepare regular reports
- Manage HR filing systems in compliance with applicable legal requirements
- Assist in HR-related events and activities
- Offer administrative support to the HR team and perform other ad hoc tasks as assigned

Requirements:

- Bachelor's degree holder in Human Resources Management or related disciplines
- Minimum 1 year's relevant experience
- Knowledge in HK Labour Ordinance and other related regulations
- Proficient in MS Office applications (Word and Excel) and Chinese Word Processing
- Detail-oriented, eager to learn and able to work under pressure
- A team player with willingness to take up additional duties
- Good command of both written and spoken English and Chinese

Salary and benefits will be commensurate with experience and competence. Please forward detailed resume with indication of expected salary quoting our reference to recruit@ckh.com.hk