



誠聘合約職位

HR Manager (Wan Chai) (Ref : MHR / HRAD)

The Human Resources Manager is responsible for overseeing the Agency's HR strategy and operations, including policy formulation, organisational structure, compensation and benefits, talent development and compliance risk management. We invite a highly skilled HR professional with all-rounded expertise and in-depth knowledge of Employment Ordinance in Hong Kong.

Key Responsibilities

- Assist Head of HR & Administration to develop and implement HR policies aligned with Agency strategies;
- Review and enforce company HR policies, standard operating procedures, and compliance guidelines to ensure alignment with the latest Employment Ordinance and employment-related regulations in Hong Kong;
- Manage full HR functions, including recruitment, onboarding, compensation & benefit and training & development;
- Handle employee relations, maintain HR information systems, and implement employee care initiatives;
- Continuously optimise HR policies and procedures to achieve high operational efficiency;
- Build and nurture a high-performing HR team; foster a professional, disciplined, and performance driven culture;
- Perform ad hoc duties as assigned by the Head of HR & Administration.

Requirements

- Bachelor's degree in Human Resources Management, Business Administration, or related fields;
- A minimum of 8 years of progressive all-rounded experience in Human Resources, with 3 years in a management capacity;
- Proactive, responsible, meticulous, and pragmatic, with a strong sense of professionalism and work ethics;
- Excellent communication and coordination skills, a collaborative team player capable of building effective cross-departmental partnerships to drive HR initiatives;
- Strong ability to work under pressure, and maintain motivation and focus in a fast-paced environment;
- Eagerness to learn and stay updated with industry trends, with a commitment to continuous professional development;
- Good communication skills in both written and spoken English, Cantonese and Putonghua.

本會提供之員工福利，包括進修津貼、住院及門診醫療計劃，工作滿五年後可獲額外僱主強積金供款等。應徵者請致函註明申請職位和工作地區，並附詳細履歷、要求待遇和到職日期，電郵至 recruit@sidebyside.org.hk。



(申請人所提供的資料將予保密及只作有關招聘用途)

註冊機構：香港善導會（本會為註冊擔保有限公司）