



誠聘合約職位

Human Resources Assistant (Wan Chai) (Ref : HRA / HRAD)

The Human Resources Assistant is responsible for providing a crucial support to the HR department by managing daily operations from service units.

Key Responsibilities

- Act as a focal point of contact of responsible units;
- Perform the full spectrum of HR including but not limited to Recruitment, Compensation & Benefit, Performance Management and Training & Development;
- Involve in recruitment process including but not limited to job ads posting, CV screening, making offer and contract preparation;
- Onboard new employees and ensure all employees adhere to Employment Ordinance, Agency policies and Employee Handbook procedures;
- Maintain the personnel databases and prepare HR documentation for the full employment cycle;
- Handle the monthly payroll calculations, MPF contribution, taxation, final payment, attendance & leave management;
- Compile and prepare various HR reports and statistics as per superior's request; and
- Handle for any ad hoc duties as assigned.

Requirements

- Diploma in HRM or related disciplines or above;
- Self-motivated, able to work independently and work under pressure;
- Proficiency in Microsoft Excel, Word, PowerPoint and Chinese Word;
- Eagerness to learn and with "can-do" attitude;
- Good communication skills in both written and spoken English and Cantonese;
- Immediate availability is highly preferred.

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)