

## **Human Resources Assistant**

### **Responsibilities:**

- Assist in daily HR operations and administrative duties
- Handle recruitment and selection functions, e.g. job advertising posting, interview arrangement, on-board logistics, etc.
- Handle C&B functions including but not limited to leave and attendance management, benefits and insurance administration, HR system and personnel data management etc.
- Conduct ad-hoc project as assigned

### **Requirements:**

- Degree holder in Human Resources Management or related disciplines
- Good command of both English, Chinese and Mandarin
- Proficient in MS Word, Excel and Chinese word processing
- Strong attention to detail, well-organized, fast-paced
- Good teamwork player with good interpersonal and communication skills, self-motivated and able to work independently
- Fresh graduates are welcomed
- Working location: Tseung Kwan O Industrial Estate