



<http://www.hongchi.org.hk>

Hong Chi Association was founded in 1965 and one of the largest non-profit organisations dedicated solely to serving people with intellectual disabilities in Hong Kong. For further information about the Association, please visit its website at www.hongchi.org.hk

Human Resources Officer (Ref.: HRO(HR)/12/04/24/C)

Responsibilities:

- Execute recruitment & appointment services, and ensure compliance of statutory requirements & HR Policies / Procedures
- Provide effective HR services, guidelines & solutions to support service projects
- Handle HR reporting, general clerical / HR / administrative support and ad hoc projects as assigned
- Assist implementation of new Human Resources Management Information System

Requirements:

- University degree or equivalent (preferably major in HR Management or relevant disciplines) with at least 3 years' experience in HR
- Well versed in Hong Kong Employment Ordinance and other related regulations
- Proficiency in written and spoken English / Chinese and with good computer and data literacy
- Good communication & interpersonal skills, well organized and with service-driven attribute
- Strong analytical and problem solving skills
- Work Location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Human Resources Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to hr_hra@hongchi.org.hk

****Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis****

(All data collected will be used for recruitment purposes only.)