



銀河娛樂集團  
Galaxy Entertainment Group

**Department : HR&A**

**Position Title : Senior Manager - HRIS**

**JOB DESCRIPTION:**

- Lead and manage HRIS Projects from HR&A including the setting up of the KPI/Outcome of the project, ensuring project execution, managing project cost, schedule and benefits realization
- Lead & drive the HR Automation Initiatives and provide advisory to deliver alternatives innovative HR solutions in partnering with IS&T (e.g. RPA-Robotic Process Automation) to drive operational efficiency and effectiveness
- Identify improvement opportunity via systems enhancement, streamline, integrate, configure and automate core HR processes and partnering IS&T to deliver the solutions
- Act as a Portofolio Manager for HRIS within HR&A and provide subject matter expertise in leading the functional design and partner with IS&T to develop the solution. Lead end-to end implementation as user side project manager including project planning, requirement study, functional design, User Acceptance Test and deployment
- Lead the evaluation and development of HRIS Strategy to sustain business growth and challenges
- Building a strong relationship with internal and external stakeholders and communicating process changes that impact them
- Review and establish consistent business rules for a solid foundation of HR data structure
- Responsible for the governance of the HRIS operations by developing HRIS Standard Operating Procedure, Data Structure definition & User Security Assignment Matrix
- Manage HRIS system administration (i.e. account creation/update (retain in HR&A due to confidentiality of the data) to ensure compliance with internal control procedure. Accountable for system account audit
- Responsible in building User Access Matrix, system administration set up and maintenance, data governance review
- Deliver system or technology solutions training to HR&A users
- Perform other duties as assigned

**REQUIREMENTS**

- Minimum 4 years of management experience in HRIS/IT related role with configuration knowledge
- Strong working knowledge and configuration experience of Enterprise Solution products such as HCM. Experience in SuccessFactors is highly regarded
- Strong knowledge in other technology solutions or programming like SharePoint Online and Microsoft Teams administration, Python / RPA, Mobile applications

Application :

Interested parties, please apply via :

· Email the detailed resume to: amy.kong@galaxyentertainment.com

· Recruitment Hotline: +853 88839688

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- Strong Strategic Thinking, Conflict Management, Negotiation and Analytical & Problem-Solving skills
- Strong level knowledge of the Project Management including timing, progress update
- Strong verbal and written communications skills in English and Cantonese. Strong presentation skills and able to articulate key highlights for senior management, escalate issues and provide suggestions to mitigate risks
- Ability to translate business strategy and business requirements into functional requirements
- Ability to work independently in reviewing issues, collect user requirement, provide solution strategy and timeline, execute in a timely manner with regular progress update
- Ability to manage/coordinate with the development and implementation teams to meet hard deadlines
- Detail and process-oriented leader to effectively lead cross functional project teams
- Customer service oriented and can work effectively with IT partners, non-technical customers to understand user needs, translate needs into technical process and configuration requirements

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**Department : HR&A**

**Position Title : Officer - Administration**

**JOB DESCRIPTION:**

- Manage the reception of the GEG Executive Office including the office daily routine support like phone calls handling, guest welcoming and registration, office mails handling, meeting room reservation, stationery placement, office maintenance support, etc.
- Applying all Administrative policies and procedures to ensure that the Company complies with legal requirements and operating efficiently and effectively as assigned by Supervisor.
- Process and issue ferry voucher/ helicopter vouchers correctly and efficiently for executives and departments.
- Assist in Team Member travel booking data input for supervisor to prepare analysis and reference..
- Process the printing of the letterheads and envelopes controlled stationeries and keep good records.
- Facilitate office services functions in office equipment supplies and maintenance so as to maintain effective operation in the office where necessary.
- Support premises facilities management & housekeeping so as to maintain a quality office premises for team members.
- Assist in any duty or ad hoc project that may be assigned in achieving the department's goal.

**REQUIREMENTS**

- University graduate preferably in Business Administration or equivalent.
- A minimum of 3 years Receptionist and/or Secretary working experience.
- Proficient in Microsoft applications and Chinese word processing.
- Good command of spoken and written Chinese and English.
- Independent, detail minded, friendly and able to work under pressure.
- Good interpersonal and communication skills.

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**Department : HR&A**

**Position Title : Assistant Manager - TM Services**

**JOB DESCRIPTION:**

- Provide support and play a key role in various Company-wide key events, activities and projects, such as Dragon Boat Races, Anniversary Celebrations, Marathon, Walk for a Million and Team Member Recognition Program, etc.
- Team Member engagement and communications via collaboration with Public Relations and Internal Communication & Engagement Team with an aim to motivate, connect, and engage Team Members to actively participate in the Company's Team Member events and activities in a coherent manner.
- Propose, develop and execute Team Members' caring program and Team Member engagement plan including Employee Assistant Program.
- Responsible for assisting the team to handle all assigned projects, planning and strategies and improving day-to-day operation.
- Closely monitor the project progress to ensure projects are completed within the pre-set timeline.
- Work with respective departments to ensure the Team Member services and facilities for Team Members is up-to-standard.
- Assist in Team Member Services departmental task planning, organizing and fulfillment with KPI and measurement standard.
- Assist in ad-hoc tasks when required.

**REQUIREMENTS**

- Degree holder, preferably in Employee Relations, Communications, Event Management or related field
- Strong strategic and conceptual thinking
- Excellent communications and interpersonal skills
- Proficient in both written and verbal English and Chinese
- Ability to work with quick deadlines and fast turn-around
- Able to work under pressure
- Good presentation skills

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**Department : HR&A**

**Position Title : Manager - HRBP**

**JOB DESCRIPTION:**

- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Represent organization at personnel-related hearings and investigations.
- Assist business unit to project employment needs.
- Assist Management to supervise, and coordinate work activities of subordinates relating to HR services.
- Prepare statistics and reports for management review.
- Analyze various HR reports and make recommendation for improvement.
- Provide HR advice for business unit to make good judgment in labor disputes.
- Conduct regular meetings with business unit to understand their Human Resources needs.
- Conduct exit interviews to identify reasons for employee separation.
- Provide professional support and advice on retention.
- Assist in the corrective action process to ensure a firm, fair, consistent approach to disciplinary events.
- Communicate timely and effectively to all levels of employees when issues arise.
- Assist in investigation complaints and internal claims. Communicate and follow up with involved parties whenever required.
- Ensure all personnel movement processes are handled in accordance with the related policies and procedures.

**REQUIREMENTS**

- Diploma or University graduate, preferable in Human Resources Management or equivalent.
- 5 years experience in Human Resources function, of which 3 years in supervisory or managerial role.
- Strong interpersonal skills and ability to communicate and work with all levels of team members.
- Proficient of written and spoken English and Chinese, Microsoft applications and Chinese word processing.
- Good sense of responsibility, integrity and attention to details.
- Ability to maintain confidential information.
- Well-versed in Macau Labour Law.

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**Department : HR&A**

**Position Title : Senior Manager - Internal Communication**

**JOB DESCRIPTION:**

- Conceive, plan and propose new communication campaigns, and lead their end-to-end execution.
- Take the lead on various communication projects, from conception to implementation.
- Play an active role in presenting to stakeholders to meet their communication needs, delivering high quality presentation materials.
- Supervise and oversee day-to-day operations of the team.
- Develop high quality English and Chinese content for communication campaigns and other projects.
- Formulate channel strategies and drive content distribution across internal communication channels.
- Measure communication effectiveness and drive channel optimization.

**REQUIREMENTS**

- Excellent verbal and written communication skills in English and Chinese
- Managerial experience working in communications, marketing or related roles
- Strong project management skills with excellent time management abilities
- Proven track record of driving cross team projects and collaboration
- Ability to work independently with a mature and holistic approach
- Solid experience in preparing and presenting plans to senior management
- Results-oriented with strong multi-tasking abilities
- Experience in the gaming industry is preferred

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**Department : HR&A**

**Position Title : Senior Manager – HR Planning & Program**

**JOB DESCRIPTION:**

- 1. Facilitate project scoping; identify and agree the objectives of each assigned project with the relevant HR&A project team(s)
- 2. Adopt HR&A Program Governance standards / templates to build and update project plans with the relevant project team(s) and stakeholders
- 3. Evaluate and assess the risks and issues to the delivery of each assigned project and advising on preventative, control and mitigation measures as appropriate - making sure that all the goals of the assigned project are met
- 4. Develop good working relationships with all stakeholders
- 5. Monitor program progress and ensuring timelines are followed and deliverables are completed according to plan
- 6. Convene regular check-point meetings with project leads and stakeholders. Record minutes and follow-up with stakeholders on actions
- 7. Perform other tasks as assigned

**REQUIREMENTS**

- University degree preferably in project management, business, hotel management, or related field
- Minimum of 6 years Human Resources experience in a management role
- Ability to communicate in a structured way and engage with project teams and stakeholders
- Excellent organization and strong project management skills with the ability to multi-task
- Strong team leader and builder with the propensity to motivate and develop people
- Work well with others within the immediate, corporate and assigned project teams
- Must have a significant amount of project and program experience
- Excellent communication skills, both written & verbal in English (essential) / Cantonese
- Good analytical and numeracy skills with sound commercial awareness
- Credible, and must be able to keep confidentiality
- Must be a team player and providing support and guidance
- Good computer skills & proficiency in MS Office; MS Project

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**Department : HR&A**

**Position Title : Manager – HR Planning & Program**

**JOB DESCRIPTION:**

- Lead and drive the application of change and project management processes and tools
- Create a strategic plan to implement and support the adoption of the changes required by a project or initiative
- Conduct impact analyses, assess change readiness and identify key stakeholders
- Support the design, development, delivery and management of communications to build pre and post go-live trusts and awareness
- Provide input, document requirements and supports the design and delivery of training programs
- Monitor and evaluate end-to-end project progress and performance, provide regular updates to management, and implement necessary adjustments to project on track
- Build and maintain strong relationship with internal stakeholders, external partners, and vendors to support project success
- Support drives post-project reinforcement activities

**REQUIREMENTS**

- Lead and drive the application of change and project management processes and tools
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**Department : HR&A**

**Position Title : Senior Manager - Training & Development**

**JOB DESCRIPTION:**

- Governs organization-wide service and operations training & development in relevant functions and departments through adhering to the T&D SOP, Guidelines, processes and policies
- Supports the delivery of the GEG MVV and Asian Heart Service philosophy within operations
- Governs and works with department training managers to formalize, implement & evaluate operations training and development strategies
- Leads, develops & mentors training managers and trainers in business units across the organization
- Partners with operations to conduct an annual Training Needs Analysis
- Works with operating department to develop and Annual Training Plans and establish priorities
- Contributes to the Annual Operations Training Plan strategy and budget in consultation with their relevant departments and the VP of T&D
- Ensures consistency and provides Quality Assurance Oversight to program design, delivery and trainer development and capability building through Department Training Team Health Checklist
- Works with training managers and department heads to ensure and manages appropriate training space and equipment for the required training programs
- Governs and oversees new property and or outlet training requirements during openings or changes within the business
- Manage multiple projects and ensure outcomes are achieved within established timelines
- Perform all duties in accordance with Galaxy Entertainment Group policies and within the realm of the company's Mission, Vision and Values

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## REQUIREMENTS

- Education
  - • Bachelor Degree or Diploma in Education and Training, or in related field linked and aligned to the relevant industry, and or Organization Development and Human Resources
  
- Required Experience
  - • Minimum of 4 years senior management experience in a learning and training operations department, including the direct responsibilities for learning and training program design, development, delivery and assessment
  - • Minimum of 4 years as a classroom teacher/ trainer/ facilitator, preferably in the integrated resort/ hospitality/ gaming industry sector
  
- Required Knowledge
  - • Knowledge and experience working with Adult Learners and responding to learning and development program design for on and off the job training delivery models
  - • Knowledge and experience in Training Needs Analysis process and training plan development
  
- Skills / Abilities / Presence
  - • Demonstrated ability to consult with key client/ stakeholder groups to understand training and development needs and requirements to meet business unit and corporate objectives
  - • Able to work independently with minimal supervision and direction
  - • Able to initiate and take ownership of assignments and projects
  - • Excellent verbal and written communication skills in English. Cantonese and Mandarin are an advantage but not a pre-requisite

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