

Human Resources and Training

Senior HR Assistant

Responsibilities:

- To support superior in staff recruitment and interview arrangement
- To co-ordinate staff training and development activities
- To assist in the preparation of monthly payroll, social security fund, professional tax and working visa application
- To co-ordinate all aspects of the leave process, maintain the leave application system to ensure accurate employees' leave record
- To assist in the price negotiation, ordering and production of employees' uniform
- To organize staff recreational activities
- To provide clerical support to other human resources functions

Requirements:

- Degree holder in Human Resources Management with minimum 1 year of relevant experience
- Experience in using Human Resources Management System is preferable
- Basic English standard, fluent Mandarin would be an advantage
- Responsible, self-motivated, willing to learn and hardworking
- Familiar with MS Word and Excel