

To cope with our rapid growth, we are looking for high caliber individual for the following position:

Human Resources Assistant

RESPONSIBILITIES:

- To manage all logistics of the recruiting process including staff orientation, employment contracts and issue of staff card or magnetic entrance card for temporary staff
- Maintain and update employee records, personnel files and HR database input
- Report new join staff (M2) and staff resignation (M2A) to Macau Finance department
- Maintain and update staff information in the HR system
- Provide general support to all HR related functions and activities
- To assist other ad-hoc assignments as and when required

REQUIREMENTS:

- Degree holder in Human Resources Management or relevant disciplines
- At least 1 year hands-on experience in HR, preferable from sizeable corporations
- Mature, self-motivated and customer focused
- Strong communication and interpersonal skills as well as good command of spoken and written English and Chinese
- Computer literate, well-versed in MS Office and Chinese word processing

We offer competitive remuneration package including meal allowance, medical scheme, discretionary bonus, double pay and pension fund with excellent career exposure opportunities to the right candidate.

Interested parties, please apply with full resume in MS Word format with present and expected salary via e-mail to [**hr@newyaohan.com**](mailto:hr@newyaohan.com)

Company website: www.newyaohan.com

(Personal data collected will be used for recruitment purpose only)