



保良局
PO LEUNG KUK



成立 140 年，為本港市民提供多元化社會服務，包括福利、教育及康樂等。

HR Officer - C&B team (Causeway Bay) (2 year contract)

(Ref: HROCB)

Responsibilities:

Mainly involves in HR duties on Compensation and Benefits such as Payroll, Pension, Taxation, Leave & Benefits administration. The successful candidate will provide support to human resources functions under the compensation & benefits team including payroll and benefits administration, generate management reports, as well as ad-hoc HR projects.

Requirements:

- Degree holder in Human Resources Management or other relevant disciplines
- Minimum 5 years' relevant experience in sizeable organization, **which at least 3years of working experience in payroll and MPF administration**
- **Experience in work injury (e.g. Form 2, 2A) handling is a must**
- Well versed in Employment Ordinances and other relevant law and regulations
- Experience in using IPL will be an advantage
- Excellent skill in Excel and other PC skills, including Chinese word processing
- Proficient in both English and Chinese.
- Good numerical skills, Detail-minded and committed
- Able to work under pressure, mature and independent.
- Immediate available is an advantage

Appointment will be on renewable contract terms. Please send your full resume with current and expected salary to carol.wong@poleungkuk.org.hk or **Human Resources Department, Po Leung Kuk, 66 Leighton Road, Hong Kong, attention to Ms. Carol Wong**. Please quote the reference on the envelope. For more information about Po Leung Kuk, please visit <http://www.poleungkuk.org.hk>.

Po Leung Kuk is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 6 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment exercise.