



保良局  
PO LEUNG KUK



**Po Leung Kuk** is a well-established charitable organization in Hong Kong and has been serving the local community for 140 years. The Kuk provides diversified social services including education, welfare and recreation to the general public.

We invite high caliber personnel to fill the following position:

## **Human Resources Assistant – C&B (1-year Contract)**

**(Ref: HRA(C&B)) Causeway Bay**

### **Responsibilities:**

- Provide support in handling a wide spectrum of human resources functions, with main focus on C&B aspect, including preparation of payroll, leave administration, benefit administration, tax reporting etc.
- Assist in HR related events and activities
- Carry out ad hoc projects as assigned

### **Requirements:**

- At least five subjects with Grade E / Level 2 in HKCEE including English Language (Syllabus B) and Chinese Language
- At least 1 year's clerical and administrative experience
- Strong numerical sense and analytical mind
- Proficiency in PC knowledge e.g. MS Word, Excel & Chinese Word Processing
- Eager to learn and able to work independent
- Immediate available will be an advantage

Appointment will be on renewable contract terms (if applicable). Please send your full resume with current and expected salary to [terry.tam@poleungkuk.org.hk](mailto:terry.tam@poleungkuk.org.hk) or Ms. **Terry Tam, Human Resources Department, Po Leung Kuk, 66 Leighton Road, Hong Kong** (Please quote the reference). 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.