



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

(Ref: HRA (Recruit))

### Responsibilities:

- Provide support to the daily recruitment operations including posting of online recruitment advertisement, scheduling interview, handle employment reference check and on-boarding arrangement, etc.;
- Prepare employment contract, salary review letter and employment certification, etc;
- Input employee information for new staff and update personal information in HRIS;
- Maintain proper filing system, manage p-files and handle confidential documents;
- Provide support on Staff Orientation and Occupational Health and Safety Training, etc;
- Perform human resources and departmental administrative duties;
- Assist in salary benchmarking, data analysis and HR report preparation when needed; and
- Handle ad hoc tasks as assigned

### Requirements:

- Degree / Diploma in Human Resources Management, Business Studies or related discipline is preferred;
- 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, preferably in human resources field;
- Proficiency in PC knowledge e.g. MS Word, Excel & Chinese Word Processing;
- Good attention to details, eager to learn and able to work independently; and

- Immediate available will be an advantage

Appointment will be on renewable contract terms. Please send your full resume with current and expected salary [janice.shek@poleungkuk.org.hk](mailto:janice.shek@poleungkuk.org.hk) to **Human Resources Department, Po Leung Kuk, 66 Leighton Road, Hong Kong, attention to Ms. Janice Shek on or before 23 April, 2018** (Please quote the reference on the envelop). For more information about us, 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.