



Human Resources Officer (Ref: MCW/061219/HRO)

CHANGE YOUR FUTURE, AND THE FUTURE FOR CHILDREN IN HONG KONG. JOIN OUR TEAM.

Our staff are creative, collaborative, and willing to do whatever it takes to get the job done. They embody our core values and believe in our vision and mission. If you enjoy a work environment that is challenging, rewarding and making an impact, we invite you to consider a career with Mother's Choice.

Position Description

Reporting to the Assistant Director of HR, you will work in a friendly, collaborative and multi-cultural environment. You will have the opportunity to work and gain experience in all aspects of HR including Recruitment & Selection, Compensation & Benefits and Training & Development.

Key Responsibilities

- Perform full spectrum of human resources function
- Provide advice and support to all levels of employees on human resources matters
- Work with the hiring managers to source and select the best candidates for the positions
- Drive and implement Mothers Choice policies and procedures and help to across the business
- Maintain HR Information system to ensure all employee data and records are up-to-date and accurate
- Work closely with finance to prepare monthly payroll
- Analyse data and compile reports and statistics for management decision

Requirements

- Degree holder with a minimum of 3 years' relevant Human Resources experience
- Knowledgeable of Hong Kong employment law
- Good problem solving skills, interpersonal skills and able to form effective working relationship with people at all levels
- Proficient in written and spoken English and Chinese
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount

To Apply

Interested candidates should send a cover letter and full resume quoting the job reference number (Ref: MCW/061219/HRO) and expected salary to Assistant Director – Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email hr@motherschoice.org; fax 2525 7445

Personal data collected will be used for recruitment purposes only. Applicants who do not hear from us within two months may consider their application unsuccessful. Mother's Choice is committed to diversity and inclusion and is an equal opportunity employer.

About Mother's Choice

Mother's Choice is a local charity serving the many children without families and pregnant teenagers in Hong Kong. We join hands with our community to give hope and change the life stories of vulnerable girls and babies. Our vision is to see every child in a loving family.