



Human Resources Officer (Ref: MCW/220722/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 Manager, Deputy Head 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

- Provide advice and assistance to supervisors and staff. This may include information on HR policy & procedures, and compliance with HK Employment Ordinances
- Work with the hiring managers to source and select the best candidates for the position. This include preparing job advertisements, interviews, compensation and offers of employment
- Conduct Reference Check on identified candidates
- Work with the team to plan new joiners onboarding programs and activities, and assist in organizing ongoing training programs for all employees
- Monitor and evaluate the effectiveness of training activities, and maintain accurate record
- Provide advice and assistance to staff and management on pay and benefits system
- Responsible for the administration of employee benefits relating to medical, insurance, leave and company-wide activities
- Provide information and assistance to staff and supervisors on HR and work-related issues, such as promotions, transfers...etc.
- Handle work visa applications
- Conduct exit interviews and compile analysis report
- Compile market surveys and research in bench marking organizations.
- Prepare HR Reports
- Arrange employee activities
- Communicate with all levels of employees
- Maintain accurate employee data
- Perform other related duties as required

Requirements

- Degree holder in Human Resources Management or relevant disciplines with a minimum of 4 years' relevant experience
- Good exposure and experience in the development of HR policies and systems
- Well versed in HK employment & other related ordinances
- Proficiency in written and spoken English and Chinese
- Hands-on experience of MS Excel, Word and PowerPoint
- Good communication, presentation and interpersonal skills
- With strong numerical sense and high accuracy, detail-minded and well-organized
- Mature, able to work under pressure & independently
- Energetic, flexible, people-oriented and a good team player
- 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, full resume quoting the job reference number (Ref: MCW/220722/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.