



Senior Human Resources Officer (Ref: MCW/230310/SHRO)

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

- Responsible for performing full spectrum of human resources function
- Provide advice and support to all levels of employees on human resources matters
- Recruitment of new staff: Working with the hiring managers to source and select the best candidates for the position. This will include preparing job advertisements, interviews, compensation and offers of employment
- Understand Mothers Choice policies and procedures and help to drive and implement across the business
- Maintain HR Information system, ensuring that all employee data and records are up-to-date and accurate
- Work closely with finance team to prepare monthly payroll
- Analyse data and produce reports and statistics for management decision
- Conduct exit interviews and compile analysis report
- Compile market surveys and research in benchmarking organizations
- Arrange employee activities

Requirements

- Degree holder with a minimum of 5 years' relevant experience working in Human Resources
- 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, problem-solving, presentation and interpersonal skills
- With strong numerical sense and high accuracy, detail-minded and well-organized
- Mature, able to work under pressure and 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
- Immediate available is highly preferred

To Apply

Interested candidates should send a cover letter, full resume quoting the job reference number (Ref: MCW/230310/SHRO) 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.

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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.