



Assistant Manager, Human Resources
(Ref: MCW/240708/AMHR)

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

Are you a human resources expert passionate about making a meaningful impact? Mother's Choice is seeking a dedicated Assistant Manager in Human Resources who aligns with our values and is committed to introducing best practices and making a meaningful impact. Join us in creating a transformational and sustainable change in our community.

As an Assistant Manager, you will work closely with the Head of HR to propose and implement solutions for personnel matters, create and refine processes, procedures and policies, and implement training programs. You will uphold our commitment to excellence and professionalism. This role involves supervising various HR functions and supporting the HR team in ensuring the smooth running of daily operations, including recruitment, onboarding, employee records management and benefits administration.

Key Responsibilities

Leadership in Talent Acquisition:

Lead talent acquisition efforts, including reviewing job descriptions, evaluating job advertisement effectiveness, screening candidates, conducting interviews, and managing onboarding processes.

Department Collaboration:

Liaise with departments to analyze and meet staffing and structure requirements.

Process Improvement:

Work closely with Head of HR to drive change in processes and procedures, identifying areas for improvement.

Project Management:

Manage HR projects from planning to completion, collaborating with departments, monitoring progress, and supervising HR Officers for successful delivery.

Staff Development:

Work closely with the Head of HR to design, implement, and manage staff development programs, including needs assessments, training plan creation, coordination of external training, delivery of sessions, and evaluation for continuous improvement.

Performance Management:

Lead the performance management process, including analyzing performance data, providing guidance to managers and employees, and fostering a positive employee culture aligned with the organization's values.

Recognition Programs:

Assist in reviewing and implementing recognition and rewards programs to celebrate employee achievements and contributions.

Policy Implementation:

Assist in the implementation of HR policies, procedures and initiatives to enhance operational efficiency and effectiveness.



Employee Engagement:

Work closely with the Head of HR to coordinate and collaborate with different teams to plan, organize and manage regular employee engagement activities, wellness and events, ensuring their smooth execution and successful outcomes.

Compliance and Trends:

Stay up-to-date with HR trends, best practices and legal requirements to ensure compliance and make recommendations for improvements.

Employee Relations:

Handle employee relations matters, including conflict resolution and disciplinary actions.

Reporting:

Prepare regular HR reports for management, providing insights and recommendations based on the analyzed data.

Requirements

- Bachelor holder in Human Resources or a related field.
- Min. 7 years of HR experience, with at least 2 years in a management role.
- Sound knowledge of Employment Ordinance and related legislations in Hong Kong.
- Mature and pleasant personality, trustworthy, and able to handle confidential matters with discretion and sensitivity.
- Excellent planning and organizing skills, multi-tasking abilities, attention to detail and data accuracy.
- Creative problem solver with good time management skills, able to work under pressure in a fast-paced environment.
- Commitment to responsibilities, a self-starter with can-do attitude and adaptable to a multicultural working environment. Strives for excellence, embraces continuous improvement and demonstrate flexibility.
- Excellent interpersonal, written and oral communication skills in 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, full resume 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.