



## Officer, Human Resources

(Ref: MCW/20241126/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

Working under the guidance of the Assistant Director of HR, you'll thrive in a welcoming, team-oriented, and diverse workplace. This role offers hands-on exposure to various HR functions such as Talent Acquisition, Compensation & Benefits, Learning & Development etc., providing you with a well-rounded HR experience.

### Key Responsibilities

#### HR Business Partner:

- Provide advice and support to the management team on HR policies, procedures, and Employment Ordinances compliance, and employment related issues e.g. promotions and transfer etc, aligning HR strategies with the overall goals of the organisation.

#### Talent Acquisition & Onboarding:

- Partner with hiring managers to identify talent, create job ads, conduct interviews. Assist in planning and execute engaging onboarding programs.

#### Payroll Administration & Offboarding:

- Provide assistance in payroll administration and manage offboarding process.

#### Employee Benefits & Engagement:

- Administer employee benefits related to medical insurance, leave, staff welfare and company-wide activities.

#### Learning & Development Programs:

- Assist in designing and implementing training programs to support continuous learning within the organisation.

#### Internal Communication:

- Address HR and work-related queries from staff and management, ensure transparent and efficient internal communication channels.

#### Data Management, Analysis & Reporting:

- Maintain accurate employee records. Compile various analysis reports, conduct market surveys and research to provide insights and benchmark against industry standards.

#### HR System Management & Enhancement:

- Responsible for HR system operations and contribute to enhancements to optimize functionality and efficiency.



## Requirements

- Degree holder in Human Resources Management or relevant disciplines with a minimum of 4 years' relevant experience. Candidate with lesser experience will be considered as Assistant Officer.
- Demonstrate a genuine passion for HR and a commitment to driving change within the organisation.
- Demonstrate expertise in HR functions with a strong grasp of Employment Ordinances and industry best practices.
- Good communication, presentation and interpersonal skills.
- Energetic, flexible, people-oriented and a good team player.
- With strong numerical sense and high accuracy, detail-minded and well-organised.
- Mature, able to work under pressure & independently.
- Advanced user of MS Excel, Word and PowerPoint.
- Proficiency 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 please send a full resume, expected salary, and available date to Assistant Director, Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; or email to [hr@motherschoice.org](mailto:hr@motherschoice.org)

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.