



香港中華基督教青年會
Chinese YMCA of Hong Kong

Established in 1901, Chinese YMCA of Hong Kong aims to help the youth to develop a holistic character and contribute to the society by providing activities and services in accordance with the teachings of Jesus Christ and the Christian Spirit: “To serve, not to be served”. The Association is now looking for high caliber candidates to fill the following position:

Human Resources Officer

Ref: HROHRD/01/24

Responsibilities:

- Develop and execute recruitment strategies to meet the Association's staffing needs and objectives
- Responsible for full recruitment process from manpower request to new joiner logistics and induction, including but not limited to job advertisement posting, CV screening, interviewing and offering, etc.
- Assist in all-round HR functions including compensation and benefits, payroll, MPF and other HR related matters
- Provide administration support in daily operations of HR Department
- Handle ad hoc assignments as required

Requirements:

- Diploma or above in Human Resources Management or related disciplines
- Minimum 5 years' solid relevant experience
- Experience in using computerized HR information system is an advantage
- Well-versed with HK Employment Ordinance and related Ordinances
- Proficiency in MS Office (especially in Excel and database) and Chinese Word Processing
- Good command of spoken and written English and Chinese
- Good interpersonal skill, detail-oriented, willing to learn and able to work under pressure
- Immediate availability preferred
- Working location: Yau Ma Tei

Higher entry salary will be offered to degree holder or above in Human Resources Management or related disciplines.

We offer 5-day work with good remuneration and fringe benefits to the right candidate. Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to recruit@ymca.org.hk on or before **8 February 2024**.

(All information provided will only be used for recruitment related purpose.)