

CLASSROOM

To cope with our continuous growth, we are inviting high caliber candidates to fill the following position:

Assistant Human Resources Officer

Job Highlights:

- Degree holder in HRM with 3+ years solid experience
- 5-day work week, 15 days of annual leave plus birthday leave

Responsibilities:

- Full Human Resources management spectrum
- Implementation of HR policies & procedures in compliance with the Labour Ordinance, MPF Ordinance and office administration works for HK office & PRC office
- Handle staff enquiries and other HR ad-hoc duties in compliance with the Company's policies, legislation including but not limited to monthly payroll calculation, leave administrations, medical insurance administration and other related matters
- Manage and maintain HRIS to ensure data accuracy
- Review and update all HR policies and procedures
- Plan, arrange and coordinate company-wide activities and events for enhancing employee relations and engagement
- Organize the company events and ad hoc projects

Requirements:

- Degree in Human Resources Management, Business Administration or other related discipline
- Minimum 3 years' or above working experience in Human Resources and office administration; Fresh graduates will be considered HR Executive and candidates with more experience will be considered HR Officer
- Well-versed in Employment Ordinance and other HR related regulations in Hong Kong, with knowledge of PRC Labour Law is an advantage
- Good computer knowledge including the use of MS Office Applications including Excel and Chinese word processing
- Handle regular HR internal reports for analytics presenting to the Management
- Result-oriented, multi-tasked, meticulous and detail-minded with excellent communication and interpersonal skills
- Mature, well-organized, customer-oriented and work independently under pressure
- Good command in written and spoken English and Chinese

We offer an attractive remuneration package, 5-day work, on-the-job training and career advancement opportunity to the right candidates.

Qualified candidates please apply with detailed resume and expected salary email to The Human Resource Department by fax at 3187 4876 OR by mail to recruit@classroom.com.hk.

Note:

- Please state your position applying on email **SUBJECT** when applying
- Detailed job responsibilities and requirements for the above position are available

<http://www.classroom.com.hk/recruit>