
Human Resources & Administration Executive

Responsibilities:

- Assist & involve in all-rounded human resources functions
- Review internal process in order to maintain smooth operations
- Maintain record and filing system in an orderly manner
- Handle administrative duties including office supplies, maintenance, insurance etc
- Assist in setting up guidelines and standards of various policies
- Assist in other HR and ad-hoc assignments

Requirements:

- Diploma holder in Human Resources / Business Management
- 1-2 years relevant experience, ideally in multicultural environment
- Good command of both written and spoken English & Chinese
- An energetic team player with good communication & interpersonal skills
- Proactive, independent and well organized
- Able to work under tight schedule

Working Hour:

- Monday – Friday (09:00 – 18:30)

The remuneration package will include birthday leave, 5 days paternity leave, compassionate leave and 12 days annual leave, and medical benefits including medical expenses and sick leave, etc.

Interested applicants, please write in with your detailed resume stating your current and expected salary to email: recruit-hr@royaleinternational.com

All information collected will be used for recruitment purposes only.