
Human Resources & Administration Supervisor

Responsibilities:

- Responsible for all-rounded HR functions including but not limited to HR administration, talent acquisition process, compensation & benefits, contract and performance management
- Support full spectrum of office administrative including but not limited to office procurement, payment administration, office maintenance and vendor management
- Review internal process and streamline administrative and HR procedure in order to maintain efficient and smooth operations
- Assist in setting up guidelines and policies for preserving effective communication and management
- Support and assist in AEO and ISO requirements for HR & Admin Department
- Supervise HR & Administration subordinates
- Assist in other HR & Admin ad-hoc assignments

Requirements:

- Degree in Human Resources or related discipline
- Minimum 3 years relevant experience, ideally in multicultural environment
- Well versed in HK Labour Ordinance, MPF and other HR related legislations
- Proactive, independent, well organized and able to handle multiple tasks and meet tight work schedule
- An energetic and good team player with good communication & interpersonal skills
- Proficient in computer applications (MS Word, Excel, PowerPoint, etc.)
- Good command of Chinese and English

Working Hour:

- Monday – Friday (09:00 – 18:30)

The remuneration package will include 5-day work, birthday leave, paternity leave, compassionate leave, 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.