

Human Resources & Administration Manager

We are seeking an experienced and dynamic HR professional to join our team. Report to the Director of Administration & Finance, the Human Resources and Administration Manager will support a full range of HR and administration functions

Key Responsibilities:

- Partner closely with the Senior Management Team to align HR activities with organizational goals to foster a positive workplace culture;
- Manage the recruitment process to ensure compliance with relevant regulations and ordinances;
- Perform full spectrum of professional C&B services including but not limited to payroll operations, employment administration, tax filing, performance review, salary review, budget forecast and C&B projects;
- Co-ordinate staff training, employee engagement activities and well-being programmes;
- Serve as the primary point of contact and liaison with insurance providers and other external service providers related to HR and office matters;
- Oversee office administration and procurement process of office equipment and supplies and ensure cost-effectiveness and compliance with organizational policies;
- Participate in HRIS enhancement projects and process improvements to maintain the accuracy of HR data and to improve workflow efficiency;
- Handle special projects and ad-hoc tasks.

Attributes:

- Well-versed in Hong Kong Employment Ordinance, MPF regulation and related legislations;
- Excellent communication skills in both written and spoken English and Chinese;
- Strong interpersonal skills, proactive, meticulous and with a solid business acumen;
- Highly initiative with solid decision-making and problem-solving skills;
- Proven experience in formulating company policies and procedures, project management and HRIS implementation and/or process improvement;
- A university degree in any discipline with a minimum of 10 years of HR experience in sizeable organizations.

Applicants should send a detailed resume with current and expected salaries to hr-adm@hkphil.org.

Application deadline: 13 January 2026. All applications will be treated in the strictest confidence.

<http://www.hkphil.org>

(Personal data collected will be used for recruitment purpose only)