

## **Human Resources Manager** (Job Ref: HRM-2607-HKAAA)

### **Main Duties:**

Reporting to Senior Director of Corporate Management, the HRM is responsible for:

- Oversee end-to-end HR functions, including staff compensation and benefits, recruitment, induction, training and development, performance appraisal, disciplinary matters, staff relations etc.;
- Administer monthly payroll, maintain accurate HR records, and prepare statutory filings such as tax returns and responses to enquiries from the Inland Revenue Department (IRD);
- Develop, maintain, and enhance HR-related systems to support efficient HR operations;
- Conduct regular reviews and updates of the staff handbook, HR policies, procedures, and guidelines to ensure compliance and best practices;
- Participate in procurement and tendering exercises, ensuring fairness, transparency, and continual improvement of procurement processes;
- Act as the secretary to the Management Committee and Review Committee, providing support including scheduling meetings, preparing papers, taking minutes, and following up actions; and
- Undertake ad-hoc assignments and tasks as assigned by the supervisor.

### **Requirements:**

- University graduate or equivalent, and HKIHRM professional member is preferred;
- Minimum 5 years solid managerial experience in HR field/industry;
- Well versed in the HK Employment Ordinance and other related legislations;
- Proficiency in both English and Chinese;
- Excellent interpersonal and communication skills, with the ability to handle sensitive matters with discretion and professionalism; and
- Experience working in statutory body, public organization, sizeable NGOs, and/or with experience in committee work will be an advantage.

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### **Remuneration Package:**

This position is remunerated at the entry point of Master Pay Scale Point 20, equivalent to HK\$44,765 per month.

### **To Apply:**

Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history, and indicating your earliest availability by **email** ([hrrecruit@hkadc.org.hk](mailto:hrrecruit@hkadc.org.hk)) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **8 April 2026**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data of unsuccessful candidates will be destroyed in 12 months after the closing date. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.