

## **Human Resources Assistant (Ref: HRA-2431-HKAAA)**

### **Main Duties:**

- Provide clerical support including staff recruitment, coordinate interviews etc.;
- Provide administrative support on staff benefits administration such as medical and leave management;
- Support to coordinate staff training and development activities;
- Assist in handling record keeping;
- Provide general clerical support for the team;
- To undertake other duties as assigned.

### **Requirements:**

- University degree with at least 1 year working experience;
- Good command of written and spoken English and Chinese;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing);
- Detail-minded, well-organised and self-motivated with strong interpersonal skills;
- Some experience in handling HR Information system is preferable;
- Short notice or immediate available will be an advantage.

Successful candidate will be offered a 12-month contract. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, 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 **21 July 2024**. 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 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.

***HKADC is an Equal Opportunities Employer***