



## Senior Human Resources Officer

### Job Duties

- Support all-rounded HR functions including talent acquisition, performance management, contract administration, compensation and benefits, HRIS implementation and management etc.
- Manage full recruitment cycle in a timely manner and prepare, review and implement the whole on-boarding process to engage new joiners.
- Handle and monitor the payroll to ensure accurate and timely processing.
- Responsible for overall HR administration tasks e.g. p-file management, HRIS updating, taxation reporting, contract preparation etc.
- Assist to plan and organise staff activities and staff engagement programmes.
- Participate in HRIS project implementation and assist in deployment.
- Prepare and compile various HR reports.
- Assist in other ad hoc HR projects and HR-related duties as assigned.

### Job Requirements

- Degree in Human Resources Management or related disciplines.
- At least 3 years' solid experience and exposure in HRIS implementation will be an advantage.
- Well-versed with Hong Kong Employment Ordinance and compliance practices.
- Well-organised, proactive and self-motivated to work.
- Able to multi-task and work independently in a fast pace environment. Highly attentive to details and adaptative to changes.
- Possess a strong sense of responsibility together with a high level of integrity and trust.
- Good team player with a “can-do” and willing to learn attitude.
- Excellent interpersonal and communications skills.
- Good command of both written and spoken English and Chinese.
- Proficiency in MS Office (e.g. Word, Excel, PowerPoint, etc.).
- Immediate availability is a definite advantage.

Interested parties please email your resume and covering letter (please quote our reference, your current and expected salary and available date) to Human Resources Department, Hong Kong Arts Centre via email [hr@hkac.org.hk](mailto:hr@hkac.org.hk). Only short-listed candidates will be contacted.

We are an equal opportunities employer committed to workforce diversity and fair employment practices. All data collected will be used for recruitment purpose only.