



## Our Mission, Vision & Core Values

*(Who are we ...)*

Courageous Creatives - Halo is a group of aspiring and passionate people.

*(Our company mission ...)*

We are dedicated to filling the world with truly innovative lifestyle furnishings, accessories and design solutions that represent unique, long lasting value and enrich the everyday lives of people.

*(Our cultural mission...)*

We dare to be different. It brings us discovery, and we know only risks reaps the biggest rewards. Some may find us unusual or odd, we embrace the mavericks because it enriches and strengthens us.

*(How we do it ...)*

We design, create and distribute winning brands and furniture collections, most notably our flagship collection Timothy Oulton, named after our founder and creative director. Other complementary brands include Halo Est 1976, Bleu Nature and Michael Yeung, as well as a white label furniture and accessory collections, and collaborations like Oxford by Timothy Oulton.

*(Where we're coming from ...)*

We have a heritage in British hand craftsmanship, a thoroughly international outlook, dedication to Best-on-Planet excellence in everything, and a culture of openness and creativity.

*(Our values...)*

Passionate Contribution  
Intimately Aligned Diversity  
Nurturing Trust

These define our Group and what we stand for, actively guiding us in day-to-day work and decisions. As we grow we want to preserve our distinctive culture and the characteristics that make us successful, different and an enjoyable place to work. Living up to our Core Values supports achieving this.



### HALO JOB SPECIFICATION

<b>Job Title:</b>	<b>Human Resources Assistant</b>
<b>Based at:</b>	<b>One Island South</b>
<b>Responsible to:</b>	<b>Global People Manager</b>
<b>Purpose of Role:</b>	<b>To assist in the HR administration and recruitment activities for Hong Kong, and coordination for Group HR activities/communication</b>
<b>Essential Skills</b> <ul style="list-style-type: none"><li>• Minimum 1 - 2 years' experience as a generalist, HR operator, preferably in F&amp;B</li><li>• Teamwork and collaboration; an unbiased member of the team, prepared to assist and facilitate communication and teamwork across functions</li><li>• Adaptability; able to receive new direction, determine and implement steps to achieve, supports policy change and implementation, manage general attitude of others towards positive results</li><li>• Initiative; anticipates projects and takes immediate action, maintains a level of awareness of the office atmosphere</li><li>• Clear communication skills; able to act as resource to employee base, ability to spot issues before they escalate, raise to the attention of the relevant person and offer suggestions to resolve</li><li>• Demonstrates problem analysis and assessment in conjunction with good judgment skills and provides range of solutions</li><li>• Attention to detail and a high level of accuracy</li><li>• Integrity; demonstrates trustworthiness and ability to maintain confidentiality at all times</li><li>• Fluency in written and spoken English is mandatory; knowledge of spoken Cantonese / Mandarin would be advantageous</li></ul>	
<b>Responsibilities</b> <b>Primary</b> <ul style="list-style-type: none"><li>• Assist with administrative/HR operational matters including end-to-end process for new joiners and leavers; maintain SOP's for hiring and terminating; track headcount changes and turnover analysis; prepare monthly/quarterly reports and monthly updates of organizational charts</li><li>• Maintain employee files, HR filing system and HR documents including updates, policies, organizational charts, staff database and appraisal-related documents</li></ul>	

- Help to provide HR support to Hong Kong office, retail and F&B, and communication with USA, UK, NLS and China teams when necessary
- Assist with the management and follow-up of the recruitment process from screening resumes, reference checks, offer letter & job description preparation and employment contract preparation for F&B
- Assist with HR projects and policy updates as and when necessary

#### Secondary

- Assist in monitoring employee relations issues
- Coordinate with F&B team on all matters relating to their staff, new & existing
- Assist in internal Group-wide communications
- Other tasks and projects that may arise from time to time.

#### Personal Attributes

- Strong interpersonal skills; ability to engage people and gain credibility
- Strong organisational skills and the ability to prioritise tasks
- Takes ownership and persists with tasks and projects
- Strives for excellence in quality of work
- High energy level; positive attitude
- A self-starter with a "can and will do" attitude
- Passion for the product and the business
- Flexible to work in a fast-paced SME environment

#### Key Performance Areas

- TBC

#### Application Method

Interviews will be conducted in the coming weeks. Interested parties please send CV with a covering letter to [hr@halocreativedesign.com](mailto:hr@halocreativedesign.com).

#### Application Deadline

Apply as soon as possible