

Publicly listed in Hong Kong, NWS Holdings Limited (Stock Code: 659) is the diversified industries flagship of New World Development Company Limited (Stock Code:17) with a focus on infrastructure and services. It has diverse businesses and investments predominantly in Hong Kong and Mainland China, spanning sectors from toll roads, environmental management, commercial aircraft leasing, to logistics facilities, construction and transport and facilities management. Please visit www.nws.com.hk for details.

We are looking for the following position to join our Corporate Office:

Officer - Human Resources

The incumbent is responsible for assisting a variety of programmes and activities covering multiple human resources (“HR”) functions and handling ad hoc assignments.

The Role:

- ◆ Assists in formulating, implementing and reviewing HR policies and procedures;
- ◆ Prepares job advertisements, contacts candidates and arranges interviews;
- ◆ Organizes staff activities including sports and recreational events;
- ◆ Maintains staff records, analyses data and prepares HR reports;
- ◆ Prepares external award applications, reports and presentations;
- ◆ Prepares budgets, verifies expenses and receipts;
- ◆ Performs other duties as assigned by the supervisor.

Requirements:

- ◆ University graduate in Human Resources, Business Administration or equivalent.
- ◆ Understanding in PRC and HK Labor Ordinance;
- ◆ Excellent command of both spoken and written English and Chinese;
- ◆ Well-versed in software applications; and
- ◆ Good presentation, interpersonal and communication skills.

Candidates with less working experience will be considered for a junior position.

We offer competitive salary and package for the right candidate. Interested parties please send your resume with expected salary to nwshrecruitment@nws.com.hk

(All information collected will be treated in strict confidence and only be used for recruitment purposes.)

About **NWS Holdings Limited**

NWS Holdings Limited ("NWS Holdings", Hong Kong stock code: 659), the infrastructure and service flagship of New World Development Company Limited (Hong Kong stock code: 17), embraces a diversified range of businesses in Hong Kong, Mainland China and Macau. Its Infrastructure portfolio includes Roads, Energy, Water and Ports & Logistics projects. Its Services division comprises Facilities Management (the management of Hong Kong Convention and Exhibition Centre and Free Duty), Construction & Transport (construction and bus and ferry services) and Strategic Investments.

For more details please refer to our company website at <http://www.nws.com.hk>.