



Title:	HR Administrator (12months FTC)
Reporting To:	HR Manager, Greater China
Primary Objectives:	To provide operational support to Hong Kong Human Resources Department
Location:	Hong Kong
Key Internal Relationships:	Fee-earners, Legal Secretaries and Business Services staff
Key External Relationships:	Service providers
Primary Responsibilities:	<p><u>HR Information System</u></p> <ul style="list-style-type: none">• Manage our HR Information System i.e. HR.net, including but not limited to creating accounts for employees, handling leave administration and ensuring data on system is accurate and updated <p><u>HR Personnel Database/Filing</u></p> <ul style="list-style-type: none">• Generate new joiner files both in electronic and hard copy• File relevant materials on to both electronic and physical personnel files• Ensure physical personnel files are archived in a timely manner <p><u>Law Society Administration</u></p> <ul style="list-style-type: none">• Assist in Registered Foreign Lawyer and Hong Kong Practicing certificate renewal processes• Assist in CPD trainings logistics – room bookings, catering, logging attendance, keeping CPD records up to date and applying for CPD accreditation to the Law Society• Assist in updating Notification of Change, ESSAR and Annual Return <p><u>Other Administration</u></p> <ul style="list-style-type: none">• Prepare induction schedules for new joiners• Prepare regular reports and any other ad hoc reports as requested• Prepare and file payment request forms

- Update organisation charts
- Maintain HR intranet page and make suggestions for improvement and update
- Assist with the logistics of Diversity and Inclusion (D&I) events
- Assist with photo-copying, printing, scanning, filing, mailing and faxing as required
- Manage HR Greater China mail box
- Generate report for Weekly Staff Update
- Prepare reference letters for leavers or other letters for various application
- Process and reconcile invoices and reimburse all expenses in relation to recruitment and graduate recruitment
- Provide reporting or administration assistance for ad-hoc projects as advised by Managers/Advisors

Qualifications, Skills & Experience

- Tertiary qualification in Human Resources/related discipline or equivalent experience.
- Good English and Chinese skills
- Good Microsoft Office skills
- Attention to detail
- Proactive and willing to learn
- Able to work in a fast-paced team environment
- Must be able to maintain confidentiality of HR documents and other personal information

Competencies

Personal Leadership

- Takes pride in their work and positively impacts those around them
- Inspires confidence by consistently delivering quality work
- Maintains composure under pressure by finding ways to manage their reactions to challenging situations
- Behaves consistently with the firm's values and brand and inspires this in others

Connects and Collaborates with People

- Takes an active interest in others and gets to know the people they interact with
- Treats people with respect and in a fair and consistent way
- Adopts a positive communication style, even when

challenged by others

Contributes to the Success of Others

- Maintains an awareness of the firm's purpose, objectives and structure
- Recognises how their work contributes to and affects the work of others, and prioritises and communicates accordingly
- Identifies opportunities to assist others and readily volunteers their help

Enhances the Client Experience

- Finds ways to enhance the experience of the firm's clients through their daily tasks.
- Shows a willingness to go the extra mile to deliver great service.

Achieves Results

- Goes above and beyond to contribute to the success of the firm
- Pays attention to the quality and accuracy of their work
- Suggests new ideas or ways of doing things in a confident, constructive and sensitive way

Application Method

Interested candidates please apply at the [recruitment portal](#).
