

DEACONS

(Part-time) Graduate Recruitment Assistant

Responsibilities:

- to assist in organising recruitment events, including logistics arrangement and preparation of marketing materials
- to maintain and update records of job applicants
- to consolidate and file recruitment records
- to arrange job interviews and assessment meetings
- to assist in updating marketing materials, intranet sites and other resources as and when required
- to provide clerical support and event support

Requirements:

- Undergraduate Degree in Human Resources Management or related discipline
- Attention to detail and accuracy
- Self-motivated team player, organised and has a commitment to results
- Ability to maintain confidentiality and discern sensitivity issues
- Good communication skills in both English and Chinese languages
- Proficient in PC skills, such as MS Word, Excel, PowerPoint and Chinese word processing
- Immediate availability is definitely an advantage

Interested students, please submit your CV via email to clara.cheung@deacons.com asap.