

# Vacancy

## CLP Holdings Limited Group Human Resources / Group Functions Senior Human Resources Specialist [Ref. CLPH-GHR-SHRS]

We are looking for a high calibre HR professional to join Group Functions team in our Group Human resources. With key responsibilities and requirements of the position are summarized as follows:

### Responsibilities

- Act as the HR Business Partner and provide timely and value-added advices and services to the line managers on human resources related matters so as to facilitate and ensure effective and efficient people management
- Provide support on one-stop HR solutions in various areas such as employee lifecycle management, recruitment & staffing, salary & benefits administration and performance and pay management etc.
- Support annual HR processes including annual headcount budget, performance management, annual incentive and annual pay review
- Liaise, co-ordinate and monitor consultant/service providers to ensure smooth logistics arrangement and service quality
- Conduct analysis and provide support for management report and external reporting at Group and corporate level
- Maintain and ensure the employee records in HR system and Pfile system are in order and accurate
- Ensure full HR compliance according to legal & CLP requirements
- Support any ad hoc projects assigned

### Requirements

- A recognized university degree in Human Resources Management or Business/ Management Studies or other discipline
- Seasoned Human Resources professional with at least 5 years' relevant experience
- Good knowledge in Hong Kong employment legislations
- Proven experience in managing multi-initiatives independently
- Good command of spoken and written English and Chinese (Putonghua)
- Result-oriented, meticulous and with strong communication and interpersonal skills
- Well-organised and with good analytical and numerical capability
- Able to work under tight timeline and pressure

Please apply by sending email to [ghr@clp.com.hk](mailto:ghr@clp.com.hk) giving a detailed C.V., including academic qualifications, career history, major achievements and personal attributes on or before **28 June 2022**.

***Important: To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: CLPH-GHR-SHRS\_Last Name\_First Name\_Other Names (if applicable)***

Applicants not invited for interview within 6 weeks from the closing date may assume their applications unsuccessful.

Information provided will be for recruitment purpose within the CLP Group and only short-listed candidates will be contacted. We comply with all applicable laws and regulations of HKSAR in handling applications. For details of the Personal Information Collection Statement, please visit our website: <https://clp.to/engPICS>

For further information on our company, please visit our website:

<https://www.clpgroup.com/>



**Date Exhibited: 21 June 2022**  
**Date Withdrawn: 28 June 2022**

Information Classification: PROPRIETARY

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