

Vacancy

CLP Holdings Limited
Group Human Resources
Human Resources Assistant
[Ref.: CLPH-GHR/GF-HRA]

We are looking for a high calibre HR professional to join our Group Function team in the Group Human Resources Department. Reporting to the Group Human Resources Manager with key responsibilities and requirements of the position are summarized as follows:

The Position Profile:

- Provide administrative support on one-stop HR solutions to the team in areas such as manpower planning, recruitment & staffing, salary & benefits administration, personnel records management and employee services
- Offer all-round account services to our internal clients with guidance from HR Professionals
- Compile, analyse and prepare human resources metrics and management reports as and when required
- Maintain an updated HR records in Human Resources Information Systems and centralized personal file system
- Administer logistics for development programs, management events and related activities
- Support any ad hoc projects assigned

Requirement:

- Bachelor Degree in Business Administration / HR Management or equivalent with minimum 2 years' relevant experience; or DSE / HKCEE graduate with 5 passes including English (Syllabus B) and Chinese Language with not less than 5 years' relevant experience plus Diploma in HR Management or equivalent
- Proficiency in both spoken and written Chinese and English
- Basic knowledge of HR related policies and procedures and with good understanding of employment related ordinances and regulations
- Excellent in the use of MS Office applications. Experience in using SAP HR application would be an advantage
- Detail-oriented and be sensible in handling confidential information
- Result oriented, meticulous and with strong interpersonal and communication skills
- Organised, independent, customer-oriented and able to work under tight timeline and pressure

Please apply by sending email to ghr@clp.com.hk giving a detailed C.V., including academic qualification, career history, current and expected salary, major achievements and personal attributes on or before **25 September 2021**.

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/GF_HRA_Last Name_First Name_Other Names

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: <http://clp.to/engPICS>.

For further information on our company, please visit our website: <https://www.clpgroup.com/>



Date Exhibited: 17.09.2021
Date Withdrawn: 25.09.2021

Information Classification: PROPRIETARY

(本項職位空缺只備英文版本)



Energy for Brighter Tomorrows