



Founded in 1956 by John D. Rockefeller 3<sup>rd</sup> in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center is an affiliate of The Asia Society and is now looking for a high caliber candidate to fill the following position:

### **HUMAN RESOURCES MANAGER (CONTRACT)**

#### ***Responsibilities:***

- Manage full spectrum of human resources functions including recruitment and selection, training and development, expatriate administration, employee relations, compensation and benefits administration, performance appraisal, etc.;
- Develop internship programs with local and overseas schools, handle enquiries and process applications from interns and volunteers;
- Work closely with various departments on manpower planning;
- Develop HR strategies to meet company targets and requirements;
- Handle employee communications and disciplinary matters;
- Design and conduct internal training for staff at all levels;
- Organize employee functions and events;
- Direct budget planning and control;
- Update and review HR policies and procedures from time to time in compliance with the Employment Ordinance, MPF Ordinance, Immigration Ordinance and Inland Revenue Ordinance, etc.; and
- Other ad-hoc assignments as required.

#### ***Requirements:***

- University graduate with major in Human Resources Management or related disciplines;
- Minimum 8 years' working experience in Human Resources related positions including 3 years at managerial level, preferably in service industry;
- Well versed in employment ordinance and other related laws and legislation in Hong Kong;
- Open-minded with excellent interpersonal, communication and presentation skills;
- Complete fluency in written and spoken English and Chinese;
- Excellent organizational and administration skills;
- Motivated, proactive and good at time management;
- Good team player with an eye for detail and an analytical mind;
- Ability to multi-task independently under high pressure in a fast paced, dynamic, changing environment; and
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint).

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating date of availability and expected salary to [hrhk@asiasociety.org](mailto:hrhk@asiasociety.org).

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.