

OJ Ability

HR Operations Intern - International Corporation on Luxury Goods

Highlights

- ✓ Providing HR support
- ✓ Great opportunity to join an International Corporation on Luxury Goods at an exciting period of growth
- ✓ Part Time - Excellent Benefits
- ✓ 6 months contract

Job Responsibilities

- To perform a wide range of administrative support to the centre including filing, reporting, letters preparation, invoice checking
- Maintain the operation of HR system
- Assist in staff discount program, medical insurance, MPF / Pension enrolment, etc.

Requirements

- University Degree Holder in Human Resource.
- 1 year of experience in HR operations
- Comprehensive knowledge on the Hong Kong Employment Ordinance and other HR related legislations
- Independent professional who thinks outside the box; and is obsessed about details and execution excellence.
- Strong writing and communication skills in English and Cantonese, including Mandarin.
- Proficient at MS Office especially in Excel, PowerPoint and Chinese Word Processing
- Role-modelling teamwork, collaboration, and execution within and across teams. Identify and resolve issues on a timely manner.
- Service oriented and customer centric. Positive and forward thinking.
- Operational excellence - continually look for improvement and take ownership for responsibilities assigned.
- Application Method: Send your CV directly to OJAbility@oliverjames.com or WhatsApp 6974 7288 by **18th December, 2022**.