

## **HR & Admin. Manager**

### **Responsibilities:**

- Manage a small team. Perform all job duties of HR including manpower planning, recruitment, training and development, payroll, MPF and leave management
- Translate HR strategy into detailed plan and actions. Formulate and regularly review company policies and procedures related to HR and Admin functions
- Responsible for office administration and facilities management
- Carry out day-to-day administrative duties of the company and provide administrative support to all staff
- Participate in any ad-hoc projects

### **Requirements:**

- Bachelor degree in HR Management or related disciplines
- Minimum 8 experience on HR with at least 3 years management experience
- Hands-on experience in payroll administration and recruitment
- Proficiency on MS office & computer skills, especially in Excel Formulation setting
- Mature, positive thinking, solution focused, independent and willing to work under pressure and meet the time line.
- Have good knowledge of Labor Ordinances and employment legal issues
- Good command of both English & Chinese (including Putonghua and Cantonese)

Attractive remuneration and fringe benefits will be offered to the right candidates. Interested parties please send Resume with Expected Salary (a must) to HR Manager by email to: [recruit@hkirc.hk](mailto:recruit@hkirc.hk).

The employment agreement will be made with Hong Kong Domain Name registration Company Limited which is a wholly owned subsidiary of HKIRC. Please visit our company website [www.hkirc.hk](http://www.hkirc.hk) for more information.

(Personal Data received will be kept in strict confidence and only for recruitment purpose.)