



Human Resources Officer

The Vine is a multi-cultural, inter-denominational, vibrant church community based in the Wan Chai district of Hong Kong. We are both a local and an international family, made up of people born and raised in Hong Kong, as well as those who have moved here from other countries. We currently have an opening for a full-time position of Human Resources Officer, and he/she reports directly to the Head of Human Resources.

Job Responsibilities

- Assist HR Manager to provide all-round HR services to The Vine and Branches of Hope.
- Act as an HR generalist for recruitment & selection, compensation and benefits administration; payroll management; employee performance management; and employee relations & welfare.
- Maintain data accuracy in HRIS-BIPO, including personal data, employment movement & record, leave and monthly report.
- Assist to plan and organise staff activities and staff training for the Organisations.
- Ensure HR practices are in compliance with Employment Ordinance and other statutory requirements.
- Participate in workflows review and manual revamping.
- Assist in any ad hoc assignments/projects.

Job Requirements

- Higher Diploma holder or above, majoring in Human Resources Management or equivalent.
- 3 years HR generalist experience, experience in NGO is preferred.
- Well-versed in Hong Kong Employment Ordinance and Regulations.
- Proficient in MS Office including Word, Excel and PowerPoint.
- Excellent command of spoken and written in English and Chinese.
- Proactive, self-initiated to work and highly attentive to details. Able to work under pressure.
- Possess a strong sense of responsibility together with a high level of integrity and trust.
- Excellent team player with good communication and interpersonal skills.
- Immediate available is highly preferred.

How to Apply

Please send your cover letter and resume with current & expected salary to career@thevine.org.hk.

Personal data provided by job applicants will be strictly used for recruitment purpose.