

Job Description

Job title/Position: Human Resources Officer

Division: Human Resources Department

Direct Supervisor: Human Resources Manager

Position Overview

The Human Resources Officer reports to the Human Resources Manager. The primary purpose of the role is to provide the day-to-day office administrative support to the Human Resources function of the School in a timely and efficient manner.

Qualifications and Experience

The Human Resources Officer should have:

- A degree or an equivalent in Business Administration or related fields;
- A minimum of three years relevant experience in human resources administration;
- Previous experience in a compensation and benefits role is an advantage;
- Excellent organization, time-management and multi-tasking skills
- Proficiency in Microsoft Word and Excel;
- Excellent communication skills in English and Chinese (preferred);

Work Hours

7:45 am - 4:00 pm Monday to Friday; 45 minute lunch break.

General Responsibilities

The Human Resources Officer will be responsible for:

1. New Staff Administration:

- Prepare HR orientation package for overseas and local staff;
- Assist in the preparation of all documents for record keeping, enrolments and applications
- Responsible for the enrolment and termination of the MPF and medical plan for new and leaving staff;
- Update staff record list for both our medical insurance company and internal records purposes;

2. Personnel files and databases:

- Responsible for maintaining the HR software (HRPro), Supply Teachers, Student Interns and Staff Volunteer records and documents and personnel file for all staff;
- Ensure all personnel records have been obtained from new and current staff;
- Responsible for the complete and periodic update and archiving all staff information in related databases.
- Maintain staff's leave records and all other HR records.

3. New Teachers Relocation:

- Arrange settling in allowance, book appointment for the application for HKID card,

assist in booking service apartments.

- Book flights for expatriate staff relocating to HK.

4. Payroll Administration:

- Prepare payroll and MPF contributions for all staff;
- Responsible for collecting timesheets from supply teachers from different divisions of the School.

5. Employer Tax Returns:

- Prepare consolidating accurate Employer's Tax Return forms for each employee's earnings to Inland Revenue Department annually and as required;
- Consolidate tenancy agreements & receipts for staff that are entitled to rental reimbursements.
- Prepare final tax returns for all leavers.

6. Visa Applications:

- Responsible for maintaining an up-to-date visa expiry list to ensure all expatriate staff has a valid visa working at the school;
- Responsible for assisting in applying for new visa applications for new staff;
- Responsible for facilitating with visa renewals for existing staff whenever necessary;
- Responsible for making a copy of all visas as a record for the school.
- Handle application and collection HK visa for staff at Immigration Department.

7. Teacher Registrations:

- Arrange teacher registration for teachers according to the Education Bureau requirements.

8. Recruitment Administration:

- Posting Job Advertisements as required by hiring departments;
- Manage the Job Descriptor folder in our file server.
- Responsible for the maintenance of job applications in the Recruitment Drive.

9. Professional Development Administration:

- Coordinate with travel agency to apply for the visas for teachers who attend professional development conferences/school camps in China and other countries;
- Book flights for staff going on PD programmes outside of HK;
- Book hotel rooms for staff going on PD programmes outside of HK.
- Update and maintain staff PD history for future references.

10. Other administrative support:

- Perform administrative support to the Human Resources Manager, Financial Controller and Chief Financial Officer.
- Other duties assigned by Supervisor.

Contact: recruitment@hkacademy.edu.hk

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