

## Job Description

Job title/Position: Human Resources Officer / Assistant

Division: Human Resources Department

Direct Supervisor: Human Resources Manager

### Position Overview

The Human Resources Officer / Assistant reports to the Human Resources Manager. The primary focus of the role is to provide the day-to-day operations of the Human Resources Department and assist with various HR functions in a timely and efficient manner. Candidates with higher experience will be considered for the Human Resources Officer role.

### 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;
- Meet new overseas teachers in the Hong Kong airport

#### 2. Personnel files and databases:

- Responsible for maintaining the HR software (HRPro), documents and personnel files for all staff members, and records for Supply Teachers, Student Interns and Staff Volunteer;
- 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;
- Responsible for maintaining the school record system (Veracross) is up to date.

#### 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 the 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 and Finance Director.
- Other duties assigned by Supervisor.

## Qualifications and Experience

The Human Resources Officer should have:

- A bachelor degree;
- Human Resources Officer: A minimum of three years relevant experience; Human Resources Assistant: A minimum of one year relevant experience;
- Previous experience in a compensation and benefits role is an advantage;
- Strong attention to detail and accuracy;
- Excellent organization, time-management and multi-tasking skills
- Proficiency in Microsoft Word and Excel;
- Excellent communication and interpersonal skills in English and Chinese (preferred);

## Work Hours

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

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

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