



Position: Human Resources & Administration Manager

Location: Hong Kong

Report to: Human Resources Director

About the Role:

We are seeking an experienced and dynamic Human Resources & Administration Manager to join our team in Hong Kong. This role is responsible for providing comprehensive support across all HR and office administration functions, ensuring smooth operations and a positive work environment.

Job Responsibilities:

- Deliver quality service to our staff on all aspects of Human Resources and Office Administration, including employment, compensation and benefits, recruitment, HRIS administration, employee relations, and general office management.
- Compile and analyze HR data for management review and decision-making.
- Manage office maintenance, supplies, and operational costs to ensure efficiency.
- Supervise and lead a team of office administrative staff, providing guidance and support for daily operations.
- Ad hoc duties as assigned by supervisor

Job Requirements:

- Bachelor's degree or above in Human Resources, Business Administration, or a related field.
- At least 8 years of solid experience in compensation & benefits, employment practices, and office administration in Hong Kong.
- Strong knowledge of HR practices and Hong Kong labour ordinance.
- Proficient in HRIS system administration and enhancement.
- Analytical, detail-minded, and numerically strong, with excellent PC skills.
- Proactive with outstanding communication and interpersonal skills.

We offer competitive remuneration package and excellent career prospects to the right candidate. To apply, please send your full resume with current and expected salary by

E-mail: recruit@solomon-systech.com