

Human Resources Officer

Responsibilities:

- Support full spectrum of HR functions including but not limited to talent acquisition, training & development, employee relation and benefit management etc.;
- Provide support in Corporate Social Responsibility activities;
- Provide general coordination and prepare regular HR reports for East Asia Countries in all HR related aspects;
- Assist to maintain accurate personnel data filing in HR system;
- Participate and deliver other ad hoc projects and duties as required.

Requirements:

- Bachelor degree in Business Administration, Management or equivalent disciplines is preferable;
- 2-3 years of work experience in HR related field;
- Detail-minded with good analytical, communication and coordination skills;
- Proficient PC skills including MS Office (Excel/Word/PowerPoint);
- Good command of spoken and written English; Proficiency in Putonghua is also an advantage;
- Positive and can-do attitude, work under pressure with good time management skills;
- Self-motivated, able to work independently while still functioning within a team environment.

When working with us you can expect:

- Stable employment in a dynamic, international organisation that is one of the leaders in the market.
- Wide benefit package including medical insurance for you and your family members, life insurance, annual leave, paid sick leave and others.
- Great work atmosphere, interactive, encouraging, friendly and supportive team and culture, and have chance to join Corporate Social Responsibility activities.
- Spacious, relaxing and comfortable office in Two Harbour Square, Kwun Tong with fantastic sea view.

If you believe your skills and competencies could be of an advantage for Ocean Network Express, please send your application letter with detailed resume and expected salary to eas.rhq.hr.job@one-line.com.