



Human Resources

HR Operations and Analytics

Associate

Responsibilities:

1. Supports the design, deployment, and administration of HR operational processes used to deliver HR programs and initiatives, e.g., payroll/compensation, ESOP, benefits, MPF, performance review, and training
2. Designs and collaborates with Business Support to implement scalable methodologies and tools to optimize HR operations and streamline core processes that make up the employment life-cycle, e.g., onboarding, hiring, probation review, transfers, terminations and others
3. Performs HR costs budgeting, employee data management and analysis processes and keeping proper books & records
4. Prepares and delivers regular reports and filings e.g., headcount reports, management presentations, audit, tax returns filings
5. Collaborates with HR and other risk management functions in other regions such as China and Macau

Skills, Qualifications and Experiences:

1. At least 3 years working full time in relevant fields with focus on internal control, workflow digitalization, data processing/analysis. Experiences with financial services preferred
2. Chinese and English writing required
3. Good at project management and detailed-oriented
4. Independent and collaborative same time
5. Resourceful, quick to identify core issues in moderately complex aspects of HR projects and proactively contribute to solutions
6. Ready to grow with a startup business and embrace challenges

Location – Hong Kong