

Cricket has been played in Hong Kong for 174 years and Cricket Hong Kong (Hong Kong Cricket Association) is the National Sport Association for cricket in Hong Kong, who will engage, educate and inspire through programmes and initiatives that reflecting our diverse, vibrant community, also providing professional structures and pathways to support the identification and development of talented cricketers, to ensure Hong Kong is represented by champion teams.

As we are moving to more professional level and expanding our scope of work, we are now looking for suitable candidate to fill up the position of **HR and Administration Manager**.

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## HR and Administration Manager (Code: HRAM)

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### Job Responsibilities

- Handle full spectrum of Human Resources functions, including recruitment, onboarding, compensations & benefits administration as well as employee relations;
- Handle the full set of C&B functions, including monthly payroll, MPF, taxation administration, medical enrollments, changes & terminations, leave management and liaising with insurance vendors;
- Provide support on annual exercises include performance management, salary and bonus review;
- Assist in formulating, reviewing and implementing HR policies and procedures and ensuring compliance with local laws and regulations;
- Recommend updates and improvements to existing guidelines, policies and procedures in order to ensure HR services stay relevant with business/employees and are consistent with the standards of employment;
- Respond to employees' inquiries about benefits and HR related issues;
- Assist in handling company secretary's services and corporate club's membership management;
- Manage all round office administration including procurement of office equipment, consumables, equipment & facilities maintenance, visitor reception and office renovation, travel arrangement, contract & insurance renewal etc.;
- Ad hoc HR & Admin duties as assigned by management.
- Manage annual staff appraisals process

### Requirement

- Degree in Human Resource, Business Administration or related discipline would be preferred;
- Grade E/Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in the Hong Kong Certificate of Education Examination, or Level 2 or above in five subjects including English and Chinese in the Hong Kong Diploma of Secondary Education Examination, or equivalent, is a must;
- Minimum 8 years of hands-on experience in all-round HR & Administration function;
- Well versed in Hong Kong Employment Ordinance, Employees' Compensation Ordinance and other HR related ordinances;
- Proficiency in MS Word, Excel and Chinese Word Processing;
- Self-motivated, proactive, be able to work independently and to work as a team;

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- Detail-minded with strong sense of responsibilities;
- Good command both spoken and written English and Cantonese;
- Immediate available is highly preferred.

## Package

A competitive salary and benefits package will be offered to the successful candidate according to their experience and qualifications.

Any interested parties, please apply on or before **Thursday, 30 December 2022** in confidence with full resume, stating salary history and expected salary, and available date by emailing to: [hr@hkcricket.org](mailto:hr@hkcricket.org) (Please mark the Job Ref on the email header and must state the expected salary).

Information not completed, will not be screened for interview. Entry point of salary is subject to qualifications and experience.

\* The salary of the position is subvented by LCSD at AA rank.

\*\*Only the short-listed candidates for interview will be notified.

\*\*\*All information collected is for recruitment purpose.