

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Human Resources Officer	Reference: 221114
Function/Department	Human Resources	Location: Hong Kong
Manager Title	Human Resources Manager	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- Provide all rounded HR support including but not limited to HR administration and documentation, recruitment, HR systems and procedures, maintenance of employee records, advice and support as well as the provision of accurate and timely payroll.
- Support HR Manager in daily HR routines.

Responsibilities

Talent Acquisition

- Provide assistance and ensuring an efficient end-to-end recruitment process from resume screening, shortlisting, interview co-ordination, reference checks, and making offers.
- Responsible for building employee P-files and maintenance by obtaining relevant supporting documentations such as identity cards, passports, certifications and qualifications.
- Support staff visa process including new application, renewals and cancellations.
- Monitoring the probation process and confirmation of employment.
- Support the orientation and induction program.

Compensation and Benefit Administration

- Provide assistance in the employee leave database, including filing of forms, reporting and general enquiries.
- Maintain and update HR database on regular basis.
- Provide assistance in the annual review of the benefits program, HR policies and other programs.
- Administration of the insurance such as liaising with the insurer, notification of enrolments and terminations.

Payroll Administration

- Prepare employee information of new hires and terminations.
- Prepare and verify the attendance data.

Other Duties

- Provide assistance in employee relation issues.
- Support the employee termination procedures.
- Conduct HR reports such as headcount, hiring reports and the monthly HR summary reports.
- Support School HR audit.

Position Requirements

- Highly motivated with an eye for detail and quality of work.
- Reliable and flexible, with ability to multitask and meet deadlines.
- Outstanding communication skills in English and Chinese, both written and spoken.
- A team player who are able to work independently at times.
- Advanced Microsoft Office Skills and familiar with Google Docs is a plus.

- Experience in a multi-national organisation an advantage, especially with expats.

Qualifications

- At least 2 years in a HR administrative role.
- Degree in HR or related discipline preferred.
- Working knowledge of Hong Kong labour law and regulations.

Contacts

- All employees in School.
- Extended HR team across Asia.
- External parties and recruitment contractors.

Working Conditions

- Office and School environment.

Terms of Employment

- Office hours are 9am to 6pm but flexible working conditions may be available.
- Medical insurance.
- Competitive salary and benefits.

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Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.