



Thriving Grass provides participants with internship opportunities to gain real work experience, explore your interests and develop professional skills and competence. There will be a wide range of internship offers across industries, such as NGOs, social enterprises, start-ups and corporates. Interns will receive one-to-one support and guidance from the mentors provided by their employers.

The Hong Kong Jockey Club

Opportunity for SEN students – Part-time Talent Acquisition Assistant - Talent Acquisition The

Department

The People and Organisational Development Division leads people strategies and in collaboration with its business partners, builds an achievement culture to achieve sustainable business growth. The department aims to ensure a fit between the people and the overall strategic direction of the company.

Talent Acquisition Assistants wear many hats in their day-to-day activities. This role supports the mass recruitment team. The successful hire will be primarily responsible for on-the ground support on hiring events and recruitment fairs.

Besides recruitment events, the TA Assistants with more experience will support recruiters in coordinating interviews, which involves working with hiring managers and candidates to find suitable time slots and ensuring all parties have the necessary information. They also manage the applicant tracking system (ATS), keeping candidate information up-to-date and support recruiters in generating regular reports for business updates.

The Job

You will:

- Be the first point of contact for potential hires, when they walk-in to a recruitment event. Greeting candidates and guide them through the application and recruitment process, helping to create a positive candidate experience.
- Promote recruitment channels to candidates.
- Assist with resume screening, helping to identify candidates who meet the basic qualifications for open positions.
- Screen, interview and assess quality talent who are the best fit for the role and aligned with the company's culture and values.
- Act as the company's ambassador to position us as an Employer of Choice and create a positive candidate experience (for both selected and non-selected candidates) throughout the entire recruiting process.

About You

You should have:

- A service-oriented mind-set with excellent interpersonal skills to interact effectively with people at all levels
University students is also welcomed
- Good command of both written English and Chinese
Good communication skill, people oriented & flexible
Attention to detail and excellent follow through
Proactive and self-motivated
- Willingness to learn and adapt to ambiguity and change

Application method:

For CareER Members, please [log in](#) to the Member Portal to apply to this job post.

For non-CareER Members, please sign up for our free membership at this link. We will reach out for additional information to assist with our shortlisting process within 7 working days. <https://career.my.site.com/Member/s/new-register?wid=JB0420>

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Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

CareER invite all qualified interested applicants to apply for career opportunities. If you are a person with a disability and need a reasonable accommodation to use our search tools and/or apply for a career opportunity please send email to info@career.org.hk

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