



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.

Hang Lung Properties Limited

Opportunity for SEN students – Officer - HR Service Center (1-year contract)

Position: Officer - HR Service Center (1-year contract)

Department: Human Resources

Responsibilities:

- Perform daily HR transactions, such as onboarding, offboarding, benefit administration, document preparation, etc.
 - Answer employee enquiries on HR matters
 - Ensure timely delivery of HR services to HR team and all employees.
 - Participate in process standardization and simplification of the HR Service Center •
- Prepare HR Service Center operation reports to monitor service level

Requirements:

- Diploma / bachelor's degree in human resources management or business administration, or related fields
 - 2-3 years of solid experience in Human Resources, fresh graduate will also be considered •
- Embracing our values of integrity, sustainability, excellence and openness
- Strong service-oriented mindset
 - Attention to details
 - Proficiency in MS Office applications (e.g., Excel & Word)
 - Proficiency in both English and Chinese (Cantonese & Putonghua)
 - Candidates with less experience will be considered as Assistant Officer

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=JB0433>

CareER is an equal opportunity and affirmative action employer.

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