

Human Resources Lead

Key Responsibilities

- Manage the full spectrum of HR functions across the entire employee lifecycle, including recruitment, onboarding, confirmation, performance management, compensation and benefits, and offboarding.
- Lead and manage end-to-end recruitment processes, including manpower planning, job posting, resume screening, interview coordination, offer preparation, contract drafting, and onboarding arrangements.
- Partner with department heads to coordinate staff training, internship/student placement, and workforce planning initiatives.
- Administer monthly payroll accurately and in a timely manner, including final payments, MPF contributions, tax returns, leave management, attendance verification, and medical scheme administration.
- Maintain accurate and confidential employee records and HR databases; ensure HR practices comply with applicable labour laws, ordinances, and regulatory requirements, and stay updated on legislative changes.
- Plan and organize staff training and development initiatives; liaise with external organizations (e.g., ICAC, EOC, PCPD or relevant authorities) and coordinate logistics and attendance records.
- Lead and administer the annual performance appraisal and salary review processes.
- Conduct market research and salary benchmarking; stay updated on changes in employment legislation and HR best practices.
- Maintain and enhance HRIS functionality to ensure operational efficiency and reporting accuracy.
- Perform other ad hoc duties as assigned.

The Candidate

- Bachelor's degree in human resources management, or a related discipline.
- Professional HR certification preferred (e.g., HKIHRM, SHRM-CP/SHRM-SCP, CIPD or equivalent).
- Well-versed in local employment ordinances and labour regulations.
- Proficiency in HRIS and payroll systems.
- Strong analytical skills and proficiency in Microsoft Office (especially Excel).
- High-integrity professional with strong confidentiality standards, able to work independently and collaborate effectively with others
- Strong interpersonal and communication skills
- Tactful, fair, and able to handle sensitive matters with sound judgment.

Experience

- At least 5 years of relevant HR experiences with a minimum of 3 years handling full-cycle HR independently
- Proven hands-on experience in payroll administration
- Experience in recruitment and performance management
- Experience in compliance and employment ordinance matters

To Apply

Interested parties, please send your full resume stating your current and expected salary and date of availability to recruit@hkbcf.org on or before **27 June 2026**.

Please note that all information collected will be used for recruitment purposes only and treated with complete confidentiality. We value your interest in the HKBCF, but we regret that only those applicants under consideration will be contacted. The personal data of unsuccessful applicants will be destroyed within six months.