



## **Watchdog Early Education Centre**

Watchdog providing multidisciplinary early intervention programme for both English and Chinese speaking children with special education needs (SEN) from birth to age 6 invites applicants for :

### **Human Resources & Administrative Officer [Ref:wd]**

#### Responsibilities

- To manage and operate the full spectrum of HR functions
- To provide HR services based on organization policies and procedures
- To review and monitor the changes of HR functions, policies and practices
- To compile the successful implementation of the HRIS and to drive data and process standardization
- To implement and supervise the office administrative operations of the organization
- To undertake ad-hoc tasks and projects as assigned

#### Requirements

- Degree in Human Resources Management or related discipline
- At least 5 years' HR all-round experience and administrative operation preferable in NGO at supervisory level
- Solid experience in the operation of HRIS
- Proficiency in MS Office application and advanced level in excel with a strong database concept
- Sound knowledge of Employment Ordinance and HR legal compliances
- Good command of both English and Chinese
- Higher management position may be offered to candidate with higher academic and experience background

Remuneration will be commensurate with experience and qualifications. 5-day-work, training sponsorship, medical benefits and provident fund will be offered for full-time post. Please send full CV to Executive Director, Watchdog Early Education Centre, G/F, 12 Borrett Road, Central, HK or email to [info@watchdog.org.hk](mailto:info@watchdog.org.hk)

(All applications will only be used for recruitment related purposes.)