

The Organization

Established in 1965, New Life Psychiatric Rehabilitation Association is a leading non-governmental organisation specialising in mental health. We aim to make a positive difference by advocating for equal opportunities for people in recovery, enhancing their quality of life and moving towards an inclusive society through direct services, social enterprises, mental health education, mutual aid and family support. We currently operate 33 service units and 19 social enterprises serving more than 8,000 persons in recovery every year.

For further details about the Association, please visit its website at <http://www.nlpra.org.hk>

Human Resources Assistant

Responsibilities:

1. To handle and record all leave transactions and prepare relevant statistics and reports;
2. To assist in handling payroll in a timely and accurate manner;
3. To assist in maintaining and updating HR records in HRIS and personal files;
4. To assist in recruitment process such as interview arrangement and reference check etc;
5. To provide support on compensation and benefits administration; and
6. To provide other HR related matters assistance as designated by supervisor.

Requirements:

1. Form 7 or equivalent;
2. 2 years of relevant experience preferably gained in social welfare sector;
3. High accuracy and efficiency with good numeric sense;
4. Responsible, independent and detail-minded;
5. A good team player with positive attitude;
6. Literacy in computer applications with experience of using IPL HRIS is highly preferable;
7. Good command of spoken and written English and Chinese; and
8. Good knowledge of Employment Ordinance.

Applicants are invited to forward a cover letter and a resume to **the Human Resources Manager, New Life Psychiatric Rehabilitation Association, 332 Nam Cheong Street, Kowloon** by post, by fax 3552 5398 or by email recruit@nlpra.org.hk. Applicants who are not contacted within 2 months should consider their application filed for future reference.

Personal data provided by applicants will be used strictly for recruitment purpose and will be destroyed upon completion of recruitment exercise.