

## **The Organization**

Since 1965, New Life Psychiatric Rehabilitation Association is dedicated to recovery-oriented, people-focused and evidence-based community mental health service development. The Association, with a team of over 1,000 staff members, operates more than 70 service units and projects to render residential services, employment and vocational training, community support for 16,000 people in recovery with mental illness (PIR) and their families, as well as provide mental health education to 48,000 general public annually. As a result of our passionate belief in social inclusion and self-reliance for PIR, we have established different social enterprises with over 20 projects operating currently promoted the well-being message under the brand “330”, which in Cantonese carries the homophonous meaning “body, mind and spirit” – the balance of which we all strive to attain.

For more information, please visit <http://www.nlpra.org.hk>

## **Human Resources Associate/ Human Resources Assistant**

### **Responsibilities:**

To provide a broad range of HR support and administrative functions and database management which include the following:

1. To assist in handling payroll in a timely and accurate manner;
2. To assist in maintaining and updating of HR records in HRIS and personal files;
3. To assist in recruitment process such as job posting, interview arrangement and reference check etc.;
4. To provide data, documentation, and administration support within the human resources department function; and
5. To perform ad hoc assignments and support special projects and HR initiatives as assigned by supervisors.

### **Requirements:**

1. HKDSE holder or above with 3 years of relevant experience;
2. High accuracy and efficiency with good numeric sense;
3. Responsible and a good team player with “can do” attitude;
4. Good communication and interpersonal skills;
5. Willing to develop and learn new skills;
6. Knowledge of Employment Ordinance;
7. Proficiency in MS Office (Word, Excel and PowerPoint); and
8. Good command of spoken and written English and Chinese.

Candidate with less experience may be considered as **Human Resources Assistant**.

Applicants are invited to forward a cover letter and a resume to the **Human Resources Department, New Life Psychiatric Rehabilitation Association, 332 Nam Cheong Street, Kowloon** by post, by fax 3552 5398 or by email [recruit@nlpra.org.hk](mailto:recruit@nlpra.org.hk). Applicants who are not contacted within 2 months should consider their applications 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. Prospective employees are requested to undergo Sexual Conviction Record Check.