

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 Assistant

Responsibilities:

To provide a range of administrative and clerical services including the following:

1. To assist in recruitment process such as job posting, interview arrangement and reference check etc.;
2. To provide support on compensation and benefits administration and prepare HR reports and relevant statistics;
3. To assist in handling payroll in a timely and accurate manner;
4. To assist in maintaining and updating of HR records in HRIS and personal files; and
5. To provide other HR related matters as designated by supervisors.

Requirements:

1. HKDSE holder or above with 2 years of relevant experience;
2. High accuracy and efficiency with good numeric sense;
3. Responsible, independent and detail-minded;
4. A good team player with “can do” attitude;
5. Literacy in computer applications with experience of using Flex System is highly preferred;
6. Good command of spoken and written English and Chinese; and
7. Good knowledge of Employment Ordinance.

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. 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.