



Established in 1901, the YMCA of Hong Kong is a reputable Christian organization and an integral part of the community. We offer diversified services including formal education, sports, recreation and adventure, fitness and wellness, youth leadership development, social services and community art programmes; in addition to engaging in significant regional and international Christianity development initiatives. We also offer accommodation and food & beverage services in support of our community work. We look for those who share our passion and vision as YMCA of Hong Kong continues caring for our community and empowering our youth. (We are an equal opportunity employer and have been awarded the Family-Friendly Employer Award since 2013/2014. We offer opportunities up to the age of 65.)

Human Resources Officer

We are seeking a Human Resources Officer to provide operational support across core HR functions to ensure effective day-to-day operations, including recruitment and onboarding, employee relations and support, policy and compliance, and learning and development. The role requires a proactive HR professional with strong interpersonal skills, attention to detail, and a focus on process improvement.

Responsibilities:

- Participate in a full spectrum of HR functions, including recruitment, compensation and benefits, training and development, and employee engagement.
- Serve as the HR partner for assigned departments, addressing their human resources needs and inquiries.
- Manage the end-to-end recruitment cycle and assist with onboarding and orientation for new hires.
- Prepare and analyze HR reports for management review.
- Assist in implementing employee relations initiatives and engagement programs.
- Coordinate training programs, maintain training records, and follow up on attendance and evaluations.
- Contribute to HR process improvements and ad-hoc projects.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 2–4 years of solid HR experience, preferably in the hotel or NGO sectors.
- Good knowledge of the Hong Kong Employment Ordinance and HR best practices.
- Proficient in written and spoken English and Chinese.
- Proficient in MS Office; experience with HRIS is preferred.
- Strong interpersonal and communication skills, with good community service-oriented mindset.
- Ability to work independently and manage fast-paced, multi-site operations.
- High level of integrity, professionalism, and confidentiality.
- Positive, self-motivated, creative, and detail-oriented, with a strong sense of responsibility and teamwork.

Remuneration will commensurate with qualifications and experience. Interested parties please complete a Job Application Form which can be downloaded at <http://www.ymcahk.org.hk>; and send it together with your resume quoting the job reference and stating the expected salary and earliest availability either 1) by email to: hrd@ymcahk.org.hk or 2) by mail to: **Human Resources Department, YMCA of Hong Kong, 41 Salisbury Road, Tsim Sha Tsui, Kowloon.**

All personal data provided by applicants will be treated in strictest confidence and used for recruitment purpose only. Only those who are shortlisted will be contacted.