



Human Resources Assistant (VCO318)

- Supportive Working Environment
- 5 days work, flexible hours, double pay, bonus

Responsibilities:

- Coordinate the sports events with the organizing parties including but not limited to Dragon Boat Race, Sowers Action, Oxfam Trailwalker, Streetathon and Standard Chartered Hong Kong Marathon;
- Perform recruitment administration work, including job ads posting & interviews arrangement;
- Perform HR related logistics work;
- Assist in HR projects and ad-hoc tasks as assigned;

Requirements:

- Degree holder in Human Resources Management, Business Administration or related discipline;
- Fresh graduates will also be considered, with HR & administration related experience preferred;
- Detail-minded, able to handle multi-tasks and meet tight work schedule, hardworking, good communication skills;
- Strong sense of responsibility, and able to work independently;
- Proficient in Microsoft Office and good command of English and Chinese.

We offer an attractive remuneration package including 5-day work, flexible work hours and other benefits to the right candidates. Interested parties please forward full resume with expected salary and quote job reference number to

VTech Group of Companies,
The Human Resources and Administration Department,
23/F, Tai Ping Industrial Centre, Block 1,
57 Ting Kok Road, Tai Po, Hong Kong

OR apply online directly through our corporate website at www.vtech.com/en/careers

OR send email directly to recruitment@vtech.com

For more information about us, please visit our website at: <http://www.vtech.com>

All applications will be used for the purpose of recruitment only. Applicants not invited for an interview within 4 weeks may consider their applications unsuccessful. We will retain the applications for a maximum period of six months and may refer them to suitable openings within our Group.