

HR Assistant/人事助理

Job Description:

1. Organize all visa applications for expatriates.
2. Manage welcome program & all administration for associates
3. Prepare and maintain files, reports, letters, memorandums and other relevant business documentation.
4. Complete social insurance for all associates.
5. Assist in organize associate activity.
6. Maintain close relation with all local authorities.
7. Control & manage payroll, leave applications all data concerning all associates
8. Assisting in preparing and administrating internal office S&Ps.
9. Assist in developing and maintaining an appropriate skills data base.
10. Liaise closely with local and federal industry bodies, unions and training authorities.
11. Ensure all associates are paid in line with their terms of employment.
12. Ensure all annual and sick leave requests are processed giving accurate and timely responses to associates.
13. Ensure all personnel records are maintained accurately and secure.
14. Assist with data analysis.
15. Be aware of duty of care and adhere to occupational health and safety legislation, policies and procedures.
16. Interact with departments and hotel associates in a professional and positive manner to foster good rapport, promote team spirit and insure effective two-way communication.
17. Deal effectively with guests and workplace colleagues from a variety of cultures.
18. Work effectively in a team.
19. Ensure all reporting and servicing deadlines are met in a timely basis.
20. Carry out other tasks as directed by your supervisors.

Qualifications Required:

- Fluent in both verbal & written English & Mandarin
- 1 year experience in a similar capacity
- Good communication skills.
- Good organization skills.
- Familiar with Microsoft Office: Word, Excel, PowerPoint etc.
- Basic hotel knowledge is preferred
- Can travel in business trip while needed
- High self- disciplinarily