



Position: Human Resources Director

Location: Hong Kong

Job Responsibilities:

- Assume the accountability for full spectrum of human resources and administration functions to the group at strategic and operations level covering the regions of Hong Kong, China and Taiwan;
- Develop and implement human resources and administration strategies, policies and procedures to support strategic plans and business goals;
- Manage the human resources operations in recruitment and retention, compensation and benefits, training and development, performance management and employee relations;
- Oversee the office administration function including office renovation & removal project, office security, office supplies & maintenance etc.;
- Ensure the employment practices are compliance with respective laws and regulations;
- Drive continuous improvement on human resources and administration systems and processes to enhance work effectiveness and efficiency;
- Direct report to CEO and manage HR and administration teams of about 13 members.

Job Requirements:

- Master or degree holder in human resources management, psychology or business related disciplines;
- Minimum 15 years solid experience, 5 of which should be at department head level;
- Well versed with employment laws and HR practices in Hong Kong, China and Taiwan;
- Strong business acumen with high professional integrity;
- Experience in Hong Kong listed company will be an advantage;
- Knowledge of ISO9000 and 14001 is desirable;
- Proactive, independent, influential and detail-minded;
- Strong leadership and interpersonal skills;
- Computer literate with excellent command in written and spoken English and Chinese;
- Candidates with lesser experience can be considered as Senior Manager.

Please send a detailed resume with expected salary to mabello@solomon-systech.com.

Please quote our reference number on your application.



All applications will be treated in strict confidence and for recruitment purpose only.