

### **About Hong Kong Ballet**

Hong Kong Ballet is one of the premier classical ballet companies in Asia and is becoming internationally recognised as a top institution that represents Hong Kong's unique character. Since 1979 Hong Kong Ballet has evolved into a vibrant performing arts organisation with accomplished dancers and a strong repertoire composed of a range of stunning, technically challenging productions. The company has grown and flourished over the years, and today engages a roster of over 40 dancers from all over the world. Led by Artistic Director, Septime Webre, Hong Kong Ballet's repertoire combines 19th to 21st century classical masterpieces, acclaimed contemporary works and newly commissioned ballets performed to audiences in Hong Kong and abroad. [hkballet.com](http://hkballet.com)

We are seeking a high caliber candidate to fill the following position:

### **Assistant Human Resources Manager**

The candidate should have a passion for working in a non-profit performing arts organization and a proven track record in working in the Human Resources department of a mid-sized company (around 90 staff members).

### **Main Responsibilities**

- Report to the Executive Director of the Company
- Perform all Human Resources related functions
- Provide hands-on involvement in staff recruitment, C&B management, employee relations, performance appraisal system management, HR system update/maintenance and medical insurances
- Handle Hong Kong working visa application and renewal procedures and relocations of overseas employees to Hong Kong
- Handle compensation claims after work injury and familiar with Hong Kong Employees' Compensation Ordinance
- Develop and implement appropriate HR process, procedures and policies
- Handle ad hoc human resources projects as and when required

### **Requirements**

- Degree or Associate Degree holder in Human Resources management or related disciplines preferred
- 5 years or above experience in all rounded HR functions

- Well versed in Hong Kong Labour Ordinance and other employment-related laws and regulations
- People-oriented, good communication and interpersonal skills
- Well organized, detailed minded and able to work under pressure with time constraints
- Team player, self-driven and able to work independently
- Good command in English, Cantonese and Mandarin
- Hands-on experience with HR system and proficiency in MS Office and Chinese word processing

Interested parties please submit application with detail CV, indication of availability, current and expected salary to [recruitment@hkballet.com](mailto:recruitment@hkballet.com) or by post to Executive Secretary, Hong Kong Ballet, G/F, 60 Blue Pool Road, Happy Valley, Hong Kong.

*(Data collected would be used for recruitment purpose only.)*