



Temporary / Part-time Human Resources Assistant

Learning Habitat Kindergarten & Bilingual Nursery

Learning Habitat began modestly in 2000 with one campus and just 4 students. We've since grown to eight campuses across Hong Kong providing high quality bilingual education to over 2800 students every year. Our balanced curriculum, passionate teachers and strong parent network have enabled our students to learn happily while achieving outstanding placements in competitive primary schools. These powerful partnerships are what allow us to continually exceed our community's expectations.

Looking ahead, we aim to evolve our growing campus network into an early childhood ecosystem that fosters thriving children and families. One important aspect will be the introduction of appropriate educational technology that helps us to refine and share our best teaching practices. Beyond improved language fluency in Chinese and English, the result will be a more impactful learning experience for children that incorporates 21st century skills such as self awareness and relationship building.

Responsibilities:

- Provide clerical and administrative support to the Human Resources team
- Post job advertisements and schedule job interviews
- Assist in organising staff activities
- Assist in ad-hoc duties/projects as assigned

Requirements:

- Undergraduate/Associate students in Human Resources or related disciplines
- 1-year of relevant work experience is preferred
- Proficient in MS Office (MS Word, Excel, & PowerPoint)
- Knowledge of video editing software will be an advantage
- Responsible, eager to learn and with good communication skills
- Fresh graduates or undergraduates majoring in HR are welcome
- ***Immediate availability is highly preferred***

Contract Period: From mid-May 2024 to July 2024

Working Location: Ngau Tau Kok

Working Hours: 8:30 am to 5:30 pm (Monday to Friday), must be able to work at least 3 half-days per week

We offer a harmonious and spacious working environment to the right candidate. Our modern office is a 5-minute walk from Ngau Tau Kok MTR station. Interested parties, please apply with your resume stating your availability and expected hourly rate and send it to recruit@learninghabitat.org.

The appointment will be on a fixed-term contract, renewable depending on performance and operational needs.

All information received will be kept in strict confidence and used only for employment-related purposes within our Bluetop Group of Companies. If you do not hear from us within 12 weeks, you may consider your application unsuccessful.