

Crystal Jade was founded in 1991 as a Singapore-based culinary brand with one MICHELIN star (Singapore) and multiple MICHELIN Bib Gourmand awards (Hong Kong). It has over 100 outlets across 25 major cities. Founded on the core principles of Chinese cuisine while drawing influence from modern gastronomy, we nourish, inspire, and nurture relationships for today and for many more generations to come.

Senior Human Resources Executive

Responsibilities:

- Provide full spectrum of quality HR support to frontline staff, including but not limited to Talent Acquisition, Onboarding and Offboarding process, Compensation & Benefits, HRIS, Employee Engagement, etc.
- Handle end-to-end recruitment cycle, from job advertisement posting, candidates sourcing, interview arrangements, job offering, contract preparation, staff onboarding and to orientation programs
- Support the enhancement of Human Resources Information System Project
- Maintain and update employee records, attendance and leave records
- Assist in maintaining accurate and up-to-date employee records in HRIS
- Prepare regular HR reports for management review in a timely manner
- Support the rolling out of HR initiatives including annual dinner, CSR, and social activities and team building etc
- Develop and implement HR policies and procedures in alignment with organizational goals
- Work with operations team to formulate and implement HR policies
- Assist in HR projects and ad-hoc tasks as assigned

Requirements:

- Bachelor's Degree in Human Resources, Business Administration, or a related discipline
- 4-5 years' relevant HR generalist experience in sizable organizations
- Well-versed in the Employment Ordinance, MPF regulations, and other related regulations
- Proficient in MS Office applications, Chinese word processing, and HRIS (experience in using IPL is an advantage)
- Able to work independently with a strong sense of responsibility
- Self-driven, detail-minded, proactive, multi-tasked, and able to work under pressure
- Good command of both written and spoken English and Chinese
- Candidate with less experience will be considered as Human Resources Executive

Application Method:

Interested parties please submit your application with full resume, stating current and expected salaries and availability, to email recruitment@crystaljade.com.hk.

We offer successful candidates with a competitive remuneration package including excellent career prospects to the right candidates.

All applications and personal data collected will be treated in strict confidential and used exclusively for recruitment purposes. Only short-listed candidates will be invited for interview. The company will retain the applications for a maximum period of 6 months and may refer suitable candidates to other vacancies within the Group.