

Shenyin Wanguo Securities (H.K.) Ltd.

We invite high calibre candidates to fill the following position:

Assistant Human Resources Manager (Ref : AHRM)

Duties:

- Provide recruitment and selection services to various departments;
- Assist in reviewing, formulating and implementing HR policies and procedures;
- Organize and coordinate training course for internal staff;
- Handle human resources related ad hoc projects as required.

Requirements:

- Degree holder of Human Resources Management or equivalent;
- 5 years of relevant experience in the area of recruitment, policy administration or training;
- Experience in securities brokerage house or financial institution will be an advantage;
- Fluency in both English and Chinese including Putonghua;
- Well-versed with Employment Ordinance;
- Independent, good presentational and interpersonal skills;
- Hands-on PC application, such as Chinese Word Processing, Word, Excel and PowerPoint;
- Candidate with less experience will be considered as **Senior Human Resources Officer**.

We offer attractive remuneration package and fringe benefits including 5-day week to the right candidate. Interested parties please send your application letter with resume stating present and expected salary to Human Resources Department, 28/F., Citibank Tower, Citibank Plaza, 3 Garden Road, Central, Hong Kong or e-mail to recruitment@sywg.com.hk (Please quote the reference of the post on the envelope)

All information received will be kept in strict confidence and only for recruitment-related purposes.