

HR and Administration Manager

Mind HK is a fast-paced, quick-growing mental health charity with a vision to ensure that no one faces a mental health problem alone. Since our inception in 2017, we have trained over 35,000 individuals in mental health awareness, gained over 3,000,000+ new website users since summer 2018, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

We are looking for a proactive, people-focused, and detail-oriented HR and Administration Manager to lead our Human Resources and office administration functions. You will report to the Chief Operations Officer and partner closely with the HR team, Finance Manager, and team heads across the organisation to support Mind HK's continued growth and impact.

Core Responsibilities:

- Oversee the full employee lifecycle, including recruitment, onboarding, probation, performance management, employee relations, offboarding and exit processes.
- Manage payroll administration, MPF, taxation, and leave administration, ensuring all HR operations are accurate, compliant, and delivered on time.
- Maintain HR systems, employee records, and reporting, ensuring data accuracy, confidentiality, and continuous enhancement of HR processes and systems.
- Design and coordinate learning and development initiatives, employee engagement activities, and wellbeing programmes.
- Review, develop, and implement HR policies, procedures, and best practices to support the organisation's growth and evolving needs.
- Provide professional HR advice and support to managers and employees on a wide range of people-related matters.
- Oversee day-to-day office administration to ensure smooth office operations, including facilities management, workplace safety, office equipment, procurement, and vendor management.
- Manage the annual renewal and administration of employee medical insurance, labour insurance.
- Support ad hoc organisational initiatives and projects as assigned.

Key Qualities and Skills:

- Bachelor's degree in Human Resources Management, Business Administration or a related discipline.
- A proactive, resourceful and solutions-oriented mindset.
- At least 4 years of relevant HR and administration experience, among at least 2 years experience of leading a team. Previous experience in an NGO or social impact organisation would be an advantage.
- Experience with HRMS (e.g. InfoTech, BambooHR, Workday) is a plus.
- Solid knowledge of the Hong Kong Employment Ordinance and HR best practices.
- Excellent interpersonal and communication skills with the ability to build trusted relationships across all levels.
- Excellent written and verbal communication skills in English and Chinese.
- Immediate availability or a short notice period is preferred.

Terms:

Full Time (5 days per week); two-year contract, renewal subject to review at contract end.

Salary and Benefits:

The starting salary for this position is between HK \$30,052 to HK \$39,015 per month, depending on experience and competencies, based on our internal point system. Annual salary increments follow our structured salary framework.

At Mind HK, we offer:

- A 7-hour workday with flexible hours within designated time slots. Full-time staff work 5 days per week, while part-time staff follow their agreed-upon schedule.
- A hybrid working model, providing flexibility to work from different locations within Hong Kong and, for limited periods, outside Hong Kong.
- 22 days of annual leave (prorated for part-time staff), quarterly Mental Health Days, and medical insurance.
- A commitment to staff development, offering up to 2 days of study leave, access to ongoing training, workshops, and cross-organisational learning opportunities.
- Additional support through regular check-ins with counsellors and ongoing staff well-being activities.

Application:

To apply for this position, please email hr@mind.org.hk with a brief statement of interest and motivation, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Both Cantonese and Mandarin) and English.

Our Commitment to Inclusion:

Mind HK is an equal-opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions.

Should you require any support or accommodations during the interview process, please do not hesitate to specify your needs in your application or reach out to us directly. We are committed to ensuring a fair and accessible recruitment process for all candidates.

All applications will be handled with strict confidentiality and used exclusively for recruitment purposes.