

HR and Administration Assistant (6-month renewable contract)

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 passionate, organised, and detail-oriented team player to support our team and daily operation. The role will be responsible for maintaining accurate HR records, supporting day-to-day HR operations, and ensuring HR processes are completed efficiently and in compliance with company policies and employment regulations. You will report to the Human Resources and Administration Manager and work closely with other functions and a range of team members.

Core Responsibilities:

Human Resources Support

- Provide administrative and clerical support across HR operations, including maintaining employee records and updating employee information in the HR system, ensuring accurate record-keeping and compliance.
- Assist with the administration of employee lifecycle processes, including onboarding, offboarding, internal transfers, contract renewals, and employee data updates.
- Support payroll processing and the administration of leave, attendance, employee benefits, and insurance.
- Ensure HR processes comply with company policies and Hong Kong Employment Ordinance requirements.
- Assist in preparing HR reports and documentation such as attendance reports and workflow documentation, supporting data analysis, and ensuring data accuracy and integrity.
- Support internal HR communications and assist in employee engagement activities, such as team-building activities, training sessions, and staff wellness initiatives.

Office Administration

- Ensure efficient office operations by assisting with daily administrative tasks and maintaining a well-organised work environment.
- Liaise with vendors, cleaning service providers, and building management to maintain a clean, safe, and well-functioning office environment.
- Monitor and replenish office supplies, stationery, and pantry inventory to ensure adequate stock levels.
- Perform other ad hoc duties as assigned by the organisation.

Key Qualities and Skills:

- Fresh graduates are welcome, prior experience in office management is advantageous.

- Bachelor's degree in Human Resources Management, Business Administration or a related field is preferred.
- Strong team player, Detail-oriented, and attention to details.
- Ability to handle confidential information with professionalism and discretion.
- Exposure to HR operations, recruitment, payroll administration, or employee services is an advantage.
- Well-versed in the Hong Kong Employment Ordinance.
- Knowledge of HRMS systems, e.g. InfoTech, Workday, will be advantageous.
- Good interpersonal and communication skills with the ability to build trusted relationships across all levels.
- Good 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); six-month contract, renewal subject to review at contract end.

Salary and Benefits:

The starting salary for this position is between HK \$17,007 to HK \$20,204 per month for full-time staff, 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.