

HR Officer/ Senior Officer (Recruitment & Import Labour)

Job Responsibilities:

- Manage recruitment lifecycle from sourcing, selection, contract administration and staff onboarding (Local and overseas)
- Facilitate orientation and enhance onboarding experience
- Formulate effective talent acquisition strategies
- Deal with the recruitment media, closely work with the external organizations or subsidies on HR related matters.
- Perform staffing and recruitment analysis reports
- Act as liaison with labour agencies in terms of work permit applications, renewal and relevant case handling
- Closely work with the HR manager, support all HR tasks and Ad-hoc projects.

Requirements:

- University degree or above graduate in relevant discipline
- 2-3 years' working experience as in HR function, with focus in recruitment and import labour / expatriate worker management
- Experience in retail industry will be an advantage
- Adaptable to dynamic environment
- Team-player, result-oriented and ability to work with minimal supervision
- Proficiency in English and Chinese
- Macau ID holder only

To apply for this position, please send your resume to [stellar.cheong@forward-](mailto:stellar.cheong@forward-fashion.com)

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