

## HR & Administration Officer/ Assistant

### **Job Description:**

- Perform full spectrum of HR functions, mainly focus on including C&B and payroll.
- Reporting to the Head of HR, responsible to provide professional advice and solutions to the full spectrum of HR functions
- Implement human resources policies and procedures to ensure that the company's policies and procedures comply with local regulations and market practices
- Responsible for communication and coordination with various departments of the company
- Support all HR tasks and Ad-hoc projects

### **Requirement:**

- University degree or above graduate in relevant discipline
- 3-5 years experience in HR capacity, candidate with less experience would be offered lower position
- Experience in HR, preferably with strong focus in C&B, Payroll, Incentive Calculation, Medical renewal, M3/4
- Proficiency in English and Chinese
- Proficiency in MS office especially Excel, Word and PowerPoint
- Independent, adaptable to new environment, mature-thinking
  - Open for Macau ID holders only

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