

To cope with our rapid growth, we are looking for high caliber individual for the following position:

Senior Human Resources Officer

Responsibilities:

- To support full spectrum of HR functions including manpower planning, compensation and benefits
- Ensuring meticulous implementation of payroll and benefits administration.
- Managing pensions and benefits administration
- Overseeing the health, safety and welfare of all employees
- Advising on disciplinary and employee performance problems
- Advising line managers and other employees on employment law, company policies and procedures
- Ensure compliance with labour laws, rules, regulations and best practices
- Assist in other ad-hoc duties as and when required

Requirements:

- Degree holder in Human Resources Management or relevant disciplines
 - At least 8 years' relevant working experience, preferably in MNC or sizeable organizations
 - Well versed in Macao's Employment Ordinance and other relevant regulations
 - Mature, presentable and possess good communication and interpersonal skills
 - Customer focused with strong sense of responsibility
 - Good command of spoken and written English and Chinese
 - Proficiency in MS office especially Excel, Word and Powerpoint
- **Candidate with less experience can be considered for a lower position**

We offer competitive remuneration package including meal allowance, medical scheme, discretionary bonus, double pay and pension fund with excellent career exposure opportunities to the right candidate.

Interested parties, please apply with full resume in MS Word format with present and expected salary via e-mail to [**hr@newyaohan.com**](mailto:hr@newyaohan.com)

Company website: www.newyaohan.com

(Personal data collected will be used for recruitment purpose only)