



澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Human Resources

Position Title: Manager - Copywriting

Job Description:

- Collaborate with stakeholders across departments to understand their needs and create copy that effectively communicates HR related messages
- Develop and execute strategies for creating engaging HR related content, including but not limited to employee handbooks, internal / external communications memo, job descriptions, contracts, letters, business proposals, social media postings
- Oversee the editing and proofreading process to ensure copy is accurate, clear, and consistent with the company's guidelines
- Stay up-to-date with industry trends and keep the best practices in HR communication
- Conduct regular reviews and provide feedback to team members to facilitate a sustainable improvement process cycle of the writing skills
- Perform and complete other tasks/projects as assigned in a timely manner

Job Requirement:

- Bachelor's degree in Human Resources, English Studies, Communications, Translations, or a related field
- Minimum 5 years of experience in copywriting or related field, with experience in HR fields is a plus
- Knowledge of local labor law, legislations and HR policies
- Proficiency in MS Office and other relevant software tools for copywriting and content
- Proficient in spoken and written both English and Chinese
- Ability to collaborate effectively with stakeholders across departments and understand their needs

Interested parties, please apply via:

- Email the detailed resume to careers@sjmresorts.com
- Hotline 82970979/ 65903640



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SJM RESORTS, S.A.

Department: Human Resources

Position Title: Manager - HR Partner

Job Description:

- Assists in implementing Human Resources strategies across the aligned group
- Establishes and maintains effective relationships with assigned Business Units by providing expert advice and suggestion on HR issues
- Conducts regular catch-up with assigned Business Units to understand their needs and talent issues
- Coordinates with the Recruitment department to ensure recruiting and hiring strategies are executed in effective manner and meet the Department's needs
- Ensures all employees' movement record including resignation, promotion and transfers is handled properly and timely
- Conducts exit interviews, analyzes data, and makes recommendations to the management team for corrective action and continuous improvement
- Assists with conflict resolution and advises on employee relations issues
- Prepares reports and statistics for management review
- Serves as a coach in providing guidance, training and coaching to team members
- Performs and completes other tasks as assigned in a timely manner

Job Requirement:

- Bachelor's degree in Business, HR Management or related discipline
- Minimum 6 years relevant working experience including a minimum of 4 years at management / supervisory level
- Professional HR designation or equivalent work experience preferred
- Knowledge of local labor law and legislations
- Proficient in both written and spoken Chinese and English

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SJM RESORTS, S.A.

Department: Human Resources

Position Title: Assistant Manager - HR Partner

Job Description:

- Assists in implementing Human Resources strategies across the aligned group
- Partners with team in the implementation of the strategic HR policies, projects and initiatives
- Builds effective relationship with assigned Business Units and conducts regular catch-up to understand their needs and talent issues
- Ensures all employees' movement record including resignation, promotion and transfers is handled properly and timely
- Assists with conflict resolution and advises on employee relations issues
- Drives internal and external HR communications
- Prepares reports and statistics for management review
- Serves as a coach in providing guidance, training and coaching to team members
- Performs and completes other tasks as assigned in a timely manner

Job Requirement:

- University degree or above in Business, HR Management or related discipline
- Minimum 4 years relevant working experience including a minimum of 3 years at management / supervisory level
- Knowledge of local labor law and legislations
- Proficient in both written and spoken Chinese and English

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澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Human Resources

Position Title: Supervisor - Compensation & Benefits (Analytics)

Job Description:

- Manage and analyze HR database and maintain data accuracy in HRIS system (SAP)
- Prepare HR reports for management review
- Assist in on-going trend analysis and Statistics review
- Participate in ad hoc HR projects or new initiative as assigned

Job Requirement:

- Bachelor's degree in HR Management, Statistics, Business Administration or related discipline
- 2 - 3 years work experience in data management or C&B operation is preferred, candidate with less experience would be offered lower position
- Strong numerical, analytical mind with proficient in MS Excel, PowerPoint skills, experience with VBA and other analyzing software is preferred
- Proficient in both written and spoken Chinese and English

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澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Human Resources

Position Title: Coordinator - Compensation & Benefits

Job Description:

- Assist with day-to-day operations of the HR functions and duties
- Maintain and updates accurate employee records
- Responsible for employees' benefit enrollment and medical claim
- Answer employees' queries on compensation and benefit matters
- Perform and complete other tasks as assigned in a timely manner

Job Requirement:

- University degree or above in Business, HR Management or related discipline
- Relevant working experience preferred
- Proficient in Microsoft Office
- Good interpersonal and communication skills
- Detail-oriented and strong sense of responsibilities
- Proficient in both written and spoken Chinese and English

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SJM RESORTS, S.A.

Department: Human Resources

Position Title: Coordinator - HR Information System

Job Description:

- Supports and ensures the integrity of all HR systems and ensure data elements captured in the system complies with the regulations
- Assists to manage multiple HR projects and ensure these projects are executed efficiently and deliver accordingly to expectation
- Maintains HR system configurations and parameters to support the HR operations
- Supports user account access to ensure compliance with HR policy guideline
- Assists with day-to-day operations of the HR functions and duties
- Maintains and updates accurate employee records
- Performs and completes other tasks as assigned in a timely manner

Job Requirement:

- Bachelor's degree in IT, HR Management or related discipline
- Relevant working experience preferred
- Knowledge and experience of Enterprise Solution products. Knowledge of Virtual Roster is preferred
- Knowledge of business processes, capabilities, and configuration options for HR
- Good in spoken and written English, Cantonese and Mandarin
- Good analytical skills

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