



信達國際控股有限公司
CINDA INTERNATIONAL HOLDINGS LIMITED

(SEHK Stock Code : 111)

We are a fast growing listed financial group offering a comprehensive range of financial services covering corporate finance, securities trading, commodity and futures trading, fixed income and asset management. To cope with business expansion, we invite high-calibre candidates to join us for the following position:

Senior Officer / Officer – Human Resources Department (Ref No.: SO/O/HR/07-22)

Responsibilities:

- Handle HR operation tasks including recruitment, new hire administration, staff training and activities, HR record maintenance etc.
- Responsible for work visa application process
- Prepare HR-related statistics and assist on regular data analysis for reports proposals and projects
- Participate in HRIS system development and enhancement
- Perform leave management and attendance administration
- Provide a full spectrum of administrative support to the team
- Participate in various ad-hoc duties as assigned

Requirements:

- University graduate with minimum 3 years relevant experience gained in financial industry or from sizable platform
- Familiar with the Employment Ordinance and related legislations in Hong Kong and PRC
- Able to multi-task under tight deadlines and a good team player
- Good writing skills in Chinese and English and good spoken in Putonghua is a must
- Committed, proactive, people-oriented & flexible
- Good communication, planning & organizing skills with sound logical numeric sense
- Proficient in PC applications including Excel, Word and PowerPoint
- Immediate available is highly preferred

Interested parties please send your full resume stating your present & expected salary to HR Dept, quoting the reference number via e-mail to hr.recruit@cinda.com.hk or fax to 2235 7748 or mail to HR Dept, 45/F, COSCO Tower, 183 Queen's Road Central, HK.

www.cinda.com.hk

(All personal data will be used for recruitment purpose only)

