



Position: Human Resources Assistant / Clerk

- Bachelor degree holder in Human Resources Management or equivalent
- Minimum 1 year relevant experience gained in sizeable organizations is preferred
- Solid experience in handling full spectrum of HR functions especially in organization reform and HRIS implementation is a desirable
- Proficient in both spoken and written English & Chinese
- Strong interpersonal and communication skills
- High adaptation to fast paced work environment with independence and confidentiality in discharging duties
- *Applicants with less experience will be considered as Human Resources Clerk*

We offer attractive remuneration packages and fringe benefits to the right candidate(s). Interested parties, please send the completed application form downloaded from our website: www.stpaul.org.hk together with your full resume stating present and expected salary to our **Human Resources Manager, St. Paul's Hospital, 2 Eastern Hospital Road, Causeway Bay, Hong Kong** or email it to sph.hr@mail.stpaul.org.hk on or before **16 September 2010**.

Data collected will be used strictly for recruitment purpose only