Compensation & Administration Specialist

Sorry, this job is no longer available

Compensation & Administration Specialist

HK JEBN LIMITED

insurance benefits, bonus & incentive schemes, etc
- Prepare regular compensation and benefits management reports
- Establish, implement and modify the company policies, regulations and guidelines to cope with company needs
- Coordinate with internal and external parties to ensure smooth business operations
- Plan, analyze and organize for full spectrum of Admin functions and support for the operations of retail store, including procurement, renovation, security equipment, maintenance, etc
- Perform ad-hoc projects as requested

Requirements:-

- Degree or above in Business Administration, HR management or related disciplines
- Minimum 6 years' experience in Administration functions, 3 years in management role
- Well versed in HK Labor ordinance and related legislation
- Hands-on experience in chain retailer
- Excellent leadership and interpersonal skills
- Good at spoken English and Cantonese, Mandarin
- Disciplinary, punctual
- Experience in various C&B policies and scheme is preferred
- Analytical and detailed mind, able to work under pressure and independently

We offer *competitive pay, 5-days work, 12 days annual leave, employee medical insurance, monthly incentive* to the above position.

Interested parties please send Full resume to HK JEBN LIMITED, including the following details:

1) Availability

2) Expected salary

3) Present salary to e-mail: [APPLY NOW]

HK JEBN Group policies on non-recruitment of smokers or other tobacco users.

All personal data collected will be treated in strict confidential and be used for recruitment purpose solely.

Additional Information

Work Exp
6 Years - 11 Years

Education
Bachelor Degree

Employment Type
Permanent

Location
Shatin

Job Level
Entry

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Industry
Retail - Others

Job Function
Administration>Others
Human Resources>Compensation & Benefits·Employee Relations