



The Insurance Authority (IA) is the independent statutory body whose principal function is to regulate and supervise the Hong Kong insurance industry to promote its stable development and to protect existing and potential policy holders.

We are looking for talents who share the same vision to join us!

IA now invites applications for the following position:

Assistant Human Resources Manager (BP and HRIS)

Key Responsibilities

- Act as a business partner to provide HR solutions to designated divisions, including but not limited to talent acquisition, employee relations, performance management, people development, and HR general support.
- Manage end-to-end Talent Acquisition process in a timely manner, which involves sourcing talent, conducting interviews, preparing offers and arranging onboarding.
- Act as the primary contact person for HR related systems. Support the implementation of a new HRIS by collaborating with internal users, IT teams, vendors, conducting User Acceptance Test (UAT) to ensure the smooth implementation.
- Assist in the rollout of new HR initiatives and transformation projects.
- Undertake other ad hoc duties as assigned.

Requirements

- A Bachelor's degree in Human Resources Management or related disciplines.
- At least 5 years relevant work experience with 3 years in Talent Acquisition and Business Partnering or similar HR roles in sizeable organizations.
- Experience in the implementation of an HRIS is a must.
- Sound knowledge of good human resources practices, employment ordinances and related legislation.
- Excellent command of spoken and written English and Chinese.
- Strong common sense, analytical, communication, and interpersonal skills.
- Good prioritization and multi-tasking skills.
- Critical thinker and excellent problem-solving skills.
- Approachable, proactive, strong sense of ownership and a good team player.
- Open-minded, willing to challenge the status quo, learn and gain new exposure.

Remuneration Package

A competitive remuneration package commensurate with the successful candidate's experience and qualifications will be offered.

Application

Review of the applications will start as soon as possible and continue until **this position is filled**. Interested applicants may send a letter of application **quoting the reference number** in the heading, together with a full resume stating public examination and university academic results as well as current and expected salaries by clicking "[Apply](#)".

The Insurance Authority is an equal opportunities employer. Applicants not invited for an interview within 2 months from the submission date may assume their applications unsuccessful. Applications may be considered for other suitable positions within IA. All applications will be handled in strict confidence and the information collected will only be used for recruitment purposes. All information on non-shortlisted applicants will be destroyed after 6 months from the submission of their applications.

