

Human Resources Manager

The Hong Kong, China Tennis Association (“HKCTA”) is seeking a high caliber candidate for the above position:

Job Description

- Manage the company’s payroll, leave record, medical scheme and MPF;
- Manage the staffing process, including recruiting, interviewing, hiring and onboarding;
- Create a compensation strategy for all employees based on market research and pay surveys; keeps the strategy up to date;
- Ensure all company HR policies are applied consistently;
- Maintain company organization charts and employee directory;
- Partner with management to ensure strategic HR goals are aligned with business initiatives;
- Maintain HR systems and processes;
- Conduct performance and salary reviews;
- Analyze trends in compensation and benefits;
- Report to the CEO, the COO and the President of the Association.

Requirements

- Bachelor's degree in Business Administration, Human Resources Management, or a related field;
- Minimum 10 years or above relevant experience, including at least 3 years supervisory level;
- Strong knowledge of recruitment best practices, sourcing techniques, labour ordinance, and performance management methodologies;
- Excellent interpersonal and communication skills, with the ability to effectively interact with employees and stakeholders at all levels of organization;
- Exceptional organizational skills and attention to detail, with the ability to manage multiple priorities and meet deadlines;
- Strong analytical and problem-solving skills, with the ability to make data-driven decisions;
- Comfortable working in a fast-paced, and able to adapt quickly to new challenges;
- Experience in the sports/recreation industry is preferred.

This is a full-time, salaried position based at Hong Kong, China. Competitive compensation and benefits package offered commensurate with experience.

Interested candidates please email your resume and expected salary to info@tennishk.org by July 31, 2024. Please indicate on the subject of the email “Application for Human Resources Manager”.

We look forward to hearing from qualified candidates who share our passion for tennis and growing the sport within our local community.

All applications will be treated in the strictest confidence. Personal Data provided by appointees will be used strictly for recruitment and other employment-related purposes only.