

Job Opening: Assistant Human Resources Manager

Reporting to: Director of Finance and Control

Role Purpose

We are seeking a proactive and experienced HR professional to join our team as Assistant HR Manager to support the Association's people strategy and day-to-day HR operations. This is an excellent opportunity to help shape and strengthen the HR function in partnership with the Executive Team, with scope to build and lead your own team as the Association grows.

Key Responsibilities

- Support the planning, implementation, and continuous improvement of HR policies, procedures, and initiatives in compliance with Hong Kong Employment Ordinance and best practices.
- Manage the full employee lifecycle, including recruitment, onboarding, probation, performance management, employee relations, and offboarding.
- Coordinate payroll administration, leave management, MPF, taxation, employee insurance, and staff benefits.
- Maintain accurate HR records and ensure compliance with the Personal Data (Privacy) Ordinance and other statutory requirements.
- Support manpower planning, organizational development, succession planning, and workforce reporting.
- Coordinate annual performance appraisal and staff learning and development programmes.
- Provide professional HR advice and guidance to department heads and managers on employment-related matters.
- Assist in preparing HR budgets, reports, and management information for senior management and the Board.
- Review and update HR policies, the Staff Handbook, employment contracts and relevant service provider agreements.
- Promote employee engagement, staff wellness, and a positive workplace culture.
- Perform other HR duties as assigned.

Skills & Competencies

- Bachelor's degree in Human Resources Management, Business Administration, or a related discipline.
- Minimum 5 years of progressive HR experience, with at least 2 years in a supervisory or Assistant Manager role.
- Sound knowledge of the Hong Kong Employment Ordinance, MPF legislation, and other relevant labour regulations.
- Hands-on experience in recruitment, payroll administration, compensation and benefits, performance management, and employee relations.
- Strong communication, interpersonal, and stakeholder management skills.
- Excellent organizational and problem-solving abilities with strong attention to detail.
- Ability to work independently while managing multiple priorities in a dynamic environment.
- High level of integrity and professionalism in handling confidential information.
- Proficiency in Microsoft Office applications; experience with HRIS is an advantage.
- Excellent command of written and spoken English and Chinese (Cantonese); proficiency in Putonghua is an advantage.
- Candidates with more extensive relevant experience may be considered for appointment as HR Manager.



Interested candidates please email your resume and expected salary to info@tennishk.org on or before 13 August 2026. Please indicate on the subject of the email “Application for Assistant HR Manager”.

Applicants who are not invited for interview within three months may consider them applications unsuccessful. 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.