



**Position Title: HR and Administration Coordinator (Ref: 202504/HLL/HRAC)**

**Brief Description of Health In Action Limited:**

Health In Action Limited (HIA) is a non-profit organization and registered charitable organization in Hong Kong since its establishment in 2011. Our vision is to achieve health for everyone in the society. Our transdisciplinary team includes nurses, physiotherapists, pharmacists, dietitians, nutritionists, social workers, public health officers and health coaches. We aspire to promote a healthy city in Hong Kong through cycles of service, research, advocacy, and training. You can also visit our website <https://hia.org.hk> or our Facebook <https://www.facebook.com/HIAHK/> for further information on HIA.

**Key Responsibilities**

**Human Resources and Administration**

- Manage a full range of HR functions, including recruitment, onboarding, compensation and benefits, staff development, and office administration.
- Establish, update, and implement HR and administration guidelines, policies, and procedures to ensure consistency and compliance with HR-related ordinances.
- Generate reports to support organizational objectives and growth, ensuring adherence to relevant regulations.
- Conduct staff briefings on updates to HR and administration policies.
- Manage employee records to ensure the accuracy and completeness of the staff database, including maintaining professional practicing certificates in the HR system.
- Generate HR-related reports and data for corporate development and management review.
- Recommend salary adjustments based on HKCSS survey results and benchmark against market trends for management review.
- Communicate with all levels of staff and external partners regarding HR matters.
- Arrange, coordinate, and attend various management and board meetings, including minute-taking and preparation of presentation materials.
- Perform any ad hoc projects and assignments as assigned by the Executive Director or his/her delegates.

**System Administration and Liaison Support**

- Oversee the maintenance and updating of the HIA website and various organizational platforms. Tasks including posting new articles and job advertisements, user account management, updating resources and files, software license renewals, etc.
- Coordinate with IT vendors on issues related to various organizational platforms.
- Support IT-related projects, including documentation and training materials for staff.
- Explore new technologies to improve operational workflows and service innovation.

### **Job Requirements**

- Bachelor's degree in human resources management, business-related disciplines, or equivalent.
- Minimum of 4 years of relevant experience in a medium-sized organization, preferably at a managerial level.
- Experience in non-governmental organizations of health service or social service and/or HR management systems is an advantage.
- Proficient in spoken and written English and Chinese.
- Detail-oriented, self-motivated, well-organized, and a good team player.
- Excellent problem-solving, interpersonal, and time management skills.
- Hands on experience in Google Workplace, Microsoft Office, WordPress and Canva is preferred.
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### **Job Highlights**

- Full-time position: 5-day work (45 work hours including lunch)
- Workplace location: Close to Kwai Hing MTR Station (5-minute walk distance)
- We offer a competitive remuneration package including:
  - 15-day annual leave (increasing 1 day per year)
  - Study leave
  - Birthday leave
  - Maternity /Paternity leave
  - Marriage leave
  - Compassionate leave
  - Family care leave
  - Training allowance
  - Medical & dental subsidy scheme

### **Application Deadline: 17 April 2025 or until the position is filled, whichever is earlier**

Interested candidates may send their resume, current & expected salary, and the earliest availability to [hr@hia.org.hk](mailto:hr@hia.org.hk)

### **Personal Information Collection Statement**

Data collected will only be used for application processing. Applicants not contacted by Health In Action Limited within four weeks of the application may assume that their applications are unsuccessful. All personal data collected will be kept for 12 months from the application closing date and will be destroyed thereafter.