



Position Title: HR and Administration Coordinator (Ref: 202511/HLL/HRAC)

About Health In Action Limited

Health In Action Limited (HIA) is a registered non-profit and charitable organization established in Hong Kong in 2011. Our vision is to achieve health for everyone in society by promoting equitable access to quality healthcare and addressing the social determinants of health. With a dedicated transdisciplinary team, including nurses, physiotherapists, pharmacists, dietitians, nutritionists, social workers, public health officers, and health coaches, we work collaboratively to empower vulnerable communities such as low-income families and multicultural communities..

Through integrated cycles of service, research, advocacy, and training, HIA strives to promote a healthy and inclusive city. We firmly believe that health is a fundamental human right, and we are committed to advancing health equity for all. Learn more about our work and impact at our website <https://hia.org.hk> and connect with us on Facebook <https://www.facebook.com/HIAHK/>

Key Responsibilities

Human Resources and Administration

- Oversee a full spectrum of HR functions, including recruitment, onboarding, compensation and benefits, staff development, and other administrative support.
- Support the development, view, and implementation of HR and administration policies, guidelines, and procedures to ensure consistency and compliance with statutory requirements.
- Conduct staff briefings and communications on updates to HR and administration policies.
- Maintain accurate and up-to-date employee records, including staff information and professional practicing certificates within the HR system.
- Generate HR-related data and reports for management and corporate development purposes, as well as support organizational planning, growth, and compliance.
- Provide recommendations on salary adjustments based on HKCSS survey findings and market benchmarks.
- Communicate effectively with staff at all levels and external partners on HR and administrative matters.
- Coordinate and attend management and board meetings, including minute-taking and preparation of presentation materials.
- Undertake ad hoc projects and assignments as directed by the Executive Director or delegated supervisors.

System Administration and Liaison Support

- Manage and maintain the organization's website and digital platforms, including posting new content and job advertisements, managing user accounts, updating resources, and handling software license renewals.
- Liaise with IT vendors to resolve issues related to system performance and platform operations.
- Explore and implement new technologies to enhance workflow efficiency and service innovation.

Job Requirements

- Bachelor's degree in Human Resources Management, Business Administration, or a related discipline.
- Minimum of four years of relevant experience in a medium-sized organization, preferably at the managerial level.
- Experience in non-governmental organizations, particularly in health or social services, and/or HR management systems is an advantage.
- Proficient in written and spoken English and Chinese.
- Detail-oriented, self-motivated, organized, and a strong team player.
- Strong analytical, interpersonal, and time management skills.
- Hands-on experience with HROne System, Google Workspace, Microsoft Office, WordPress, and Canva is preferred.

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 November 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

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.