JOB DESCRIPTION

APPLEBY

HUMAN RESOURCES ASSISTANT OF APPLEBY (HONG KONG / SHANGHAI / SHENZHEN)

SECTION 1 – JOB IDENTIFICATION

Job Title:	Human Resources Assistant
Reports To:	Head of Human Resources & Operations
Department:	HR Department
Persons to be supervised:	N/A
Location:	Hong Kong / Shanghai / Shenzhen

SECTION 2 – THE ROLE

Purpose:

To provide all rounded human resources support and services for the Asia offices.

Principal Duties and Responsibilities:

Recruitment, Onboarding and offboarding

- Coordination on recruitment activities (including placing job advertisements, interview scheduling and skills tests if necessary).
- Maintain recruitment and candidate tracker/recruitment system.
- Manage new joiners onboarding process, including background and reference checks and collection and filing of required documents and certificates.
- Preparation of employment contracts, creation of new hire documents, checklists and records, coordination of workspace and systems profile setup.
- Coordinate and conduct induction and training program for new joiners. Preparation of new joiner pack, and training schedule. Update organization chart, extension list and seating plan.
- Allocate storage space and keys for new joiners.
- Work with IT to ensure entrance and computer access and all it-related/applications & portal are setup.
- Manage visa applications and maintain visa tracker for visa expiry dates. Manage visa renewal for staff and dependants.

- Manage offboarding process and prepare exit documents and update relevant systems.
- Maintain well-organized filing system, up-to-date records and reminder systems.
- Provide all rounded support and attend to ad hoc assignments or projects.

Rules and Regulations

- Prepare draft for annual declaration
- Submit new Professional Indemnity Insurance to The Law Society of HK.
- Prepare documents for the renewal of RFL and FLF certificates.
- Prepare and filing of NOC to HKLS

General HR Admin

- Maintain TeamSeer and notify absences for secretaries and secondary support for fee earners.
- Assist with annual HR audit.
- Maintain HR information system and ensure data is accurate and up to date. Generate and analyse report as necessary.

SECTION 3 – REQUIREMENTS

Knowledge, Skills and Experience Required:

A minimum of 2-3 years' experience in similar capacity.

This is an Appleby Human Resources Group document and any questions in relation to it should be fielded to the most relevant HR Manager or equivalent
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