

## Human Resources Clerk

### Responsibilities:

- Provide clerical support to Human Resources team
- Update and maintain personnel records, correspondence, forms and reports
- Handle staff orientation and assist in preparing payroll or benefits administration
- Assist to participate in ad-hoc human resources projects as required

### Requirements:

- Form 7 or above
- With at least 1 year working experience in sizable companies
- Good interpersonal and communication skills
- Willing to learn & responsible, eager to develop in HR field
- Good command of both written and spoken English and Chinese
- Proficient in PC application such as Excel, Word and Chinese word processing

### Application Methods:

- Email: [hr@ricacorp.com](mailto:hr@ricacorp.com)
- Fax No.: 2891 1737
- Mail: B/F, Centre Point, 181-185 Gloucester Road, Wanchai, Hong Kong