



**Job title: HR Assistant / Officer**

**Job descriptions**

- Handle HR daily administration and recruitment issue
- Data entry and update HR system
- Clerical support to HR Manager
- Perform general office administration duties
- And/or ad-hoc tasks assigned by the manager

**Job requirements**

- 1 year working experiences or above (Fresh graduate will also be considered)
- Diploma or above in Human Resources Management (HRM), Admin or related discipline is preferred;
- Good spoken and written in English and Chinese; Putonghua is an advantages;
- Good in Microsoft Office, such as Word, Excel and PowerPoint, etc;
- 5 days work;
- Immediate available

**Employee Benefits:**

- Leave: Annual Leave, Birthday Holiday, Public Holiday, Pay Sick Leave, Paternity/Maternity Leave, Marriage leave.
- Allowance: Performance allowance.
- Bonus (subjected to revenue and performance).
- Office Location: Kam Tin

We offer internal & external training to right candidate. Interested parties please send detailed resume with your current and expected salary and date of availability. [Email: hr@buda.com.hk](mailto:hr@buda.com.hk)  
All information provided will be treated in strict confidence and used solely for recruitment purposes.