

**Assistant Manager (Compensation & Benefits)**  
**(Ref. No. HR-CNB-AMCB-COW)**

**Responsibilities :**

Reporting to Manager (Compensation & Benefits), the appointee will mainly perform the following responsibilities:

- To assist in reviewing, formulating and implementing C&B policies and procedures to meet the Company's business objectives
- To conduct market surveys and benchmarking studies to ensure competitiveness of our pay and benefits, and perform annual pay review
- To provide support in payroll, benefits and tax administration as well as annual budget preparation
- To assist in coordinating a regulatory compliance program and contribute to continuous improvement of C&B related work practices, processes and HR information system
- Assist in ad-hoc HR projects if required

**Requirements :**

- Bachelor's degree in Human Resources Management or relevant disciplines
- A minimum of 8 years' solid HR experience in sizable organisations with practical experience in payroll, benefits and tax administration, and exposures in policy review and formulation
- Well versed in Employment Ordinance and relevant regulations
- Strong interpersonal skills and able to communicate well to all levels of employees
- Strong numerical skills and competent in data analysis and use of spreadsheet
- Good command of English and Chinese languages, both spoken and written

**Working Location :** Admiralty

**Application:**

If you are interested in this position, please send your resume and the [Application Form \(in PDF format\)](#) to the Head of Talent and Remuneration Management, The Hongkong Electric Co., Ltd. at [hr\\_recruit@hkelectric.com](mailto:hr_recruit@hkelectric.com). Please also visit our website to know more about our Company <http://www.hkelectric.com>.

***Important: To facilitate our easy tracking, please use a unique file name for all attachments and your email subject box in this format: HR-CNB-AMCB-COW-Last Name First Name Other Names (if applicable)***

Applicants not invited for interview within two months from the application date may consider their applications unsuccessful. All unsuccessful applications will be kept for six months after the application date.

We are an equal opportunity employer. Personal data provided by job applicants will be treated in strictest confidence and used only for recruitment-related purposes in accordance with the laws and ordinance of the HKSAR.

(本項職位空缺只備英文版本)