Canadian International School of Hong Kong
香港加拿大國際學校

CURRENT OPENINGS

# BUSINESS & OPERATIONS

## Human Resources Coordinator

Canadian International School of Hong Kong is looking for a detail-oriented **Human Resources Coordinator** to support day-to-day HR operations across the employee lifecycle. This role focuses on HR administration, record management, compliance support, and coordination of recurring HR processes.

### Duties & Responsibilities

- Administer leave and attendance records and prepare HR reports
- Support onboarding and offboarding logistics and documentation
- Maintain accurate digital and physical personnel records
- Assist with compliance-related administrative filing and record maintenance for (visas, SCRC, regulatory reporting)
- Support benefits and reimbursement processing, including document checks and filing
- Coordinate duty assistant scheduling
- Coordinate HR events (wellness activities, team building activities etc.) and create event invitations, notices and announcements
- Provide general administrative support and respond to routine staff inquiries

### Professional Experience & Qualifications

- Diploma or above in HR, Business Administration, or related discipline
- Fresh graduates are welcome
- 2 years of HR/administrative experience preferred
- Strong attention to detail and confidentiality awareness
- Proficient in MS Office applications and digital filing; familiarity with HR software and basic digital media tools (such as Canva) will be preferred
- Well-organized, able to manage multiple tasks, and work independently
- Excellent interpersonal and communication skills
- Proficient in English, Mandarin, and Cantonese

Interested candidates should email a covering letter, detailed résumé, current and expected salaries, and the names and contact information of three referees to our Human Resources Department at jobs@cdnis.edu.hk.

**Safety is Our First Priority**

CDNIS is committed to providing a safe and supportive environment for all students. We maintain a zero-tolerance approach to child abuse and mistreatment and are committed to safeguarding and promoting the welfare of children.

As part of our safer recruitment practices, all appointments are subject to satisfactory reference checks and criminal record screening, including a Sexual Conviction Record Check (SCRC) in Hong Kong where applicable.

Personal data collected during the recruitment process will be used for employment purposes only. For further information, please refer to our Child Safeguarding and Privacy Policies.

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