

Job Description

Title : HR & Administration Intern

Responsibilities

- Act as the first point of contact for employees and managers to provide support to better understand and utilize HR tools, processes and policies
- Create effective channels of communication between employees and management
- Maintaining physical and digital personnel records like employment contracts, new employee record form, update of personal data record form, etc.
- Gather payroll data like bank accounts and working days
- Upload roster from Hospital Manager to HR system for generating regular attendance report to management
- Update of monthly payroll for review by HR & Administration Manager
- MPF administration
- Schedule job interviews and contact candidates as needed
- Respond to employees' questions about benefits (for example, number of vacation days they're eligible for)
- Manage staff leave records
- Provide administrative support to head office staff, including liaison with external IT consultant for HO IT related matters
- Planning and delivering training, including the inductions of new staff.
- Ensure all HR related issues are in compliance with employment ordinance and labour law.
- Prepare reports and presentations on HR-related metrics like total number of hires by department, staff turnover, etc.
- Create and distribute guidelines and FAQ documents about company policies
- Reporting to Head of Finance and Administration/Human Resources Manager and ensure daily operations of HR and Administration Department meets the needs of the company.

Job Description – Marketing and Public Relations Intern

Responsibilities:

1. **Assist in Marketing Campaigns:** Support the planning and execution of marketing campaigns across various platforms, including social media, email newsletters, and traditional media.
2. **Content Creation:** Write and edit engaging content for websites, blogs, social media, and promotional materials to enhance brand visibility and audience engagement.
3. **Social Media Management:** Monitor and manage social media accounts, including posting updates, responding to comments, and analyzing engagement metrics.
4. **Market Research:** Conduct research on industry trends, competitors, and target audiences to inform marketing strategies and PR efforts.
5. **Event Coordination:** Help organize and promote events, including press releases, invitations, and follow-up communications.
6. **Media Relations:** Assist in building and maintaining relationships with media contacts, including drafting press materials and tracking media coverage.
7. **Reporting and Analytics:** Compile and analyze data from marketing campaigns to assess effectiveness and provide insights for future initiatives.
8. **Collaborative Projects:** Work closely with the marketing and PR team to brainstorm ideas, develop strategies, and contribute to ongoing projects.
9. **Administrative Support:** Provide general administrative support to the marketing and PR team, including scheduling meetings, organizing files, and managing databases.

Requirements:

- Good team player with a proactive attitude
- Good written and verbal communication skills, with the ability to create engaging content.
- Familiarity with major social media platforms (e.g., Facebook, Twitter, Instagram, LinkedIn) and basic understanding of social media marketing.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), and familiarity with graphic design tools (e.g., Canva, Adobe Creative Suite) is a plus.
- Independent, responsible, creative, strong problem solving and project management skills
- Good command of written and spoken English and Chinese

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