

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools with 240 faculty and staff providing quality, holistic education to a multinational student body of approximately 1250 students. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications from experienced candidates for the following position, **commencing in October 2023 or as mutually agreed.**



DEUTSCH-SCHWEIZERISCHE  
INTERNATIONALE SCHULE  
GERMAN SWISS  
INTERNATIONAL SCHOOL

11 GUILDFORD ROAD  
THE PEAK HONG KONG

WWW.GSIS.EDU.HK

TEL (852) 2849 6216  
FAX (852) 2849 6347  
EMAIL GSIS@GSIS.EDU.HK

## HUMAN RESOURCES ADMINISTRATOR/ ASSISTANT

(Working hours are Monday to Friday from 8am to 4.30pm)

We are seeking a highly motivated and independent individual with excellent communication skills to join our team as a Human Resources Administrator. As a key member of our team, you will be responsible for managing a range of HR administrative tasks to support our employees and ensure the smooth operation of our HR department.

## RESPONSIBILITIES

- Recruitment including job advertisements, candidate screening, coordinating and conducting interviews for facilities staff and interns
- Onboarding and offboarding of all staff
- Support with placing job advertisements for all positions
- Conduct exit interviews
- Maintain and update the Human Resource Information System records and compile reports
- Manage the HR attendance and leave system
- Prepare letters
- Manage reimbursement and purchase requests in coordination with the HR Manager
- Manage employee files and maintain accurate records in a timely manner
- Manage the HR email account and the daily communication with staff members
- Provide support for HR-related projects and initiatives as needed
- Assist with staff events

## REQUIREMENTS

- Bachelor's degree in human resources, business administration, or a related field
- Preferred 2+ years of experience in a human resources administrative role
- Excellent communication skills, both verbal and written in English and Cantonese, German language skills a plus
- Ability to work independently and take ownership of tasks
- Team spirit, self-motivated and proactive working style
- Excellent in promoting positive work relationships with all departments
- Strong attention to detail and organizational skills
- Ability to work in a fast-paced environment and manage multiple tasks simultaneously
- Proficiency in Microsoft Office Suite and HRIS systems

## WHAT WE OFFER

GSIS offers competitive salary, medical health insurance, annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation is provided between Central and Guildford Road Campus, subject to availability.

## HOW TO APPLY

If you are a driven individual with excellent communication skills and a passion for human resources, we would love to hear from you. This is a great opportunity to join a dynamic team and make a meaningful contribution to our HR department and our employees.

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>), to the Director of Human Resources.

Further information on the school, its facilities and programmes are available on the school's website <http://mygsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only. **GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all students at GSIS**