



粵海置地控股有限公司 Guangdong Land Holdings Limited

香港干諾道中148號粵海投資大廈18樓
18th Floor, Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong
電話 Tel: (852) 2165 6262 圖文傳真 Fax: (852) 2815 2020

公司簡介

About the Company

粵海置地控股有限公司（「本公司」，股份代號：0124）總部位於香港，是廣東省最大規模的境外綜合性企業集團－粵海控股集團有限公司的控股企業。本公司主要从事房地產開發及投資業務。

Guangdong Land Holdings Limited (the “Company”) (stock code: 0124), headquartered in Hong Kong, is a subsidiary of GDH Limited, the largest conglomerate of Guangdong Province operating outside Mainland China. The Company is principally engaged in property development and investment.

為了支援公司業務的快速增長，我們誠意邀請加入我們公司，從事下列職位的工作：
To support the rapid growth of our business, we would like to invite candidates to join the following positions:

職位：行政人事經理/助理經理/高級業務主任（行政人事部）

Position: Admin & HR Manager/Assistant Manager/Senior Officer (Admin & HR Department)

工作地點：上環

Location: Sheung Wan

職責：

Responsibilities:

- 負責人力資源規劃、員工招聘、培訓、績效、薪酬、員工關係等各項人力資源管理工作；
To handle the full range of HR planning, employee recruitment, training, performance management, compensation & benefit, employee relations, and other human resource management matters;
- 負責員工考勤假期、保險、人事檔案等工作；
To handle employment matters, attendance and holiday management, employee insurance, and the proper archiving and maintaining of related documents;
- 參與公司接待、總務後勤有關工作；
To take care of company reception, logistics, and other general affairs;
- 處理其他臨時性工作。
To handle ad hoc assignments.

任職要求：

Requirement:

- 大學或以上學歷，人力資源管理及相關專業優先；
University degree or above, preferably majored in Human Resource Management or other relevant areas;



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- 3 年及以上相關工作經驗;
Minimum 3 years relevant working experience;
- 謹慎、細緻、周到，積極主動，反應迅速，能在較短的期限要求下按時完成工作；
Thoughtful and meticulous, responsive and proactive, and can meet tight deadlines;
- 具備出色的溝通及人際交往能力，富有團隊精神和較強的適應能力；
A team worker with excellent communication and interpersonal skills;
- 精通中英文文字撰寫及聽說流利，具備流利的普通話溝通能力；
Excellent command of both written and spoken Chinese and English, ability to communicate in Putonghua is essential;
- 精通電腦及常用辦公軟體操作（微軟辦公軟體與中文文字處理）。
Proficiency in computer and office software application (MS Office and Chinese word processing).

申請方式：

To Apply:

有意申請者請將詳細中、英文簡歷（附聯絡方式及當前/期望薪酬）發送至電子郵箱：recruit@gdland.com.hk，或者郵寄至：香港幹諾道中 148 號粵海投資大廈 18 樓，粵海置地控股有限公司行政人事部。

Any interested professionals are invited to submit their detailed resume in both Chinese and English with contact information and current/expected salary by email to: recruit@gdland.com.hk, or by post to: Administrative Personnel Department, Guangdong Land Holdings Limited, 18/F. Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong.

資料收集將僅作為招聘用途。

Data collected would be used for recruitment purpose only.

歡迎登錄訪問 www.gdland.com.hk（粵海置地）瞭解更多公司資訊。

For more information, please feel free to visit: www.gdland.com.hk (GD Land).