



BOCI-Prudential Asset Management Limited (the “Company”) offers a broad spectrum of investment products ranging from Hong Kong mandatory provident fund scheme (“MPF”), retirement schemes, retail unit trusts, to exchange traded funds, apart from the tailor-made investment strategies for individual and institutional clients.

### **Manager / Assistant Manager, Human Resources** (Ref: AH-032-W)

Our Human Resources & Administration Department is currently looking for high caliber candidate to join

#### **Responsibilities**

- Responsible for full spectrum of HR functions, including but not limited to talent acquisition, compensation and benefits, performance management, employee relations.
- Review, develop and implement HR policies, procedures and initiatives to ensure competitive market positioning and compliance with statutory regulations.
- Prepare reports and conduct data analysis in HR aspects for strategic planning and management decision-making.
- Participate in HRIS enhancement projects and process improvements to maintain the accuracy of HR data, ensuring compliance with relevant regulations.
- Coordinate and conduct user acceptance tests (UAT).
- Contribute to build the talent pipeline for succession planning.
- Handle ad hoc projects / assignments as required

#### **Requirements**

- Bachelor’s degree in Human Resources, Business Administration, or a related field.
- Minimum 8 years of experience in HR, with extensive experience in policy development and HR reporting. Experience in sizable banks or financial institutions is an advantage.
- Practical experience in the implementation and support of HRIS.
- Well-versed in the Hong Kong Employment Ordinance and other relevant regulations and best HR practices.
- Detail-oriented with a strong numerical sense and analytical.
- Proficient in written and spoken English, Mandarin, and Chinese word processing.
- Candidates with less experience may be considered for the role of Assistant Manager, Human Resources.
- Immediately available is preferred

We offer competitive remuneration package and comprehensive fringe benefit to the right candidates. Interested parties please submit your application to [assetmgt.hr@boci-pru.com.hk](mailto:assetmgt.hr@boci-pru.com.hk).

*All information received will be treated in strict confidence and only be used for recruitment related purpose. Candidates who are not being contacted within two months may consider their applications unsuccessful. Unsuccessful applications will be retained for up to twelve months for further recruitment purposes and will then be destroyed.*

**Teamwork \* Responsibility \* Integrity \* Performance**