



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.

Officer / Senior Officer, Human Resources

Our Human Resources and Administration Department is currently looking for a 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 market competitiveness and compliance with statutory requirements.
- Prepare reports and conduct HR data analysis to support strategic planning and management decision-making.
- Participate in HRIS enhancement projects and process improvements to ensure data accuracy and regulatory compliance.
- Handle ad hoc projects / assignments as required

Requirements

- Bachelor’s degree in Human Resources, Business Administration, or a related discipline.
- At least 3 years of experience in Human Resources Management; prior experience in sizable banks or financial institutions is an advantage.
- Hands-on experience in HRIS implementation and support.
- Strong knowledge of the Hong Kong Employment Ordinance, relevant regulations, and best HR practices.
- Detail-oriented with strong numerical aptitude and analytical skills.
- Proficient in written and spoken English, Mandarin, and Chinese word processing.
- Candidates with more extensive experience may be considered for a more senior position.
- Immediate availability 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.

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