



Human Resources Specialist (HRIS & Analytics)

PRINCIPAL DUTIES & RESPONSIBILITIES

- Support the daily management and ad hoc upgrade of our HRIS, i.e., SuccessFactors, and provide support to respective Country HR for issue resolution
- Support the software applications related to the HR areas, e.g., Qualtrics, Lucid Chart to facilitate the daily HR operations and initiatives
- Manage the regular HR reporting and provide support to conduct ad hoc analysis to facilitate decision making
- Conduct robust review of HRIS and related data so as to ensure data accuracy and timely input
- Support the development and daily management of reporting tools (e.g., Power BI)
- Provide ad hoc support to projects, especially related to analytics and / or HRIS

JOB SPECIFICATIONS (e.g. Qualification, Job Experience)

- Bachelor degree in Statistics or quantitative related subject
- At least 2 years of working experience, preferably in Human Resources area
- Strong excel skills, including developing and amending complex spreadsheets, reports and presentations utilizing various databases, VBA, Power BI etc.
- Strong interpersonal and communication skill
- Strong analytical thinking and problem solving in identifying trends and transforming into insights for management review
- Proficiency in spoken and written Chinese (Mandarin / Cantonese) and English

DISCLAIMER:

The above information on this job description has been designed to indicate the general nature and level of work performed by the employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Application

If you are interested, please send your CV to careers@mgfsourcing.com

Contact Person: Clement Hung / Brian Wong

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