



Corporate Functions

Current Vacancies

總經辦助理

Assistant Human Resources Manager

Senior Internal Audit Officer

Lead System Engineer (DBA / System)

Lead System Engineer (network)

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總經辦助理

工作職責:

- 協助總經理處理日常行政及管理事務，包括執行、協調及輔助
- 安排總經理外訪的接待及會議行程
- 協調國內部門主管及其他業務的聯繫
- 熟悉與掌握公司情況，尤其國內，並及時向總經理反映及提出意見
- 能獨立處理被分派工作的實施及作出適時匯報
- 完成總經理交辦的其他任務

工作要求:

- 母語為普通話
- 本科或以上
- 能獨立處理中、英文書
- 知識素養高，知識面廣
- 具備較強的交往及溝通能力
- 嚴謹細緻，思路清晰
- 良好組織、協調能力





Assistant Human Resources Manager

Responsibilities

- Acts as HR business partner and work closely with line managers within the assigned business units on all HR related matters
- Understands hiring needs and market conditions, influences business units in manpower planning with global perspective and recruits qualified candidates to maintain an effective workforce
- Provides all round professional HR services, including but not limited to recruitment and selection, personnel and payroll administration, compensation and benefits, performance management, learning and development, staff communication, staff relations, etc.
- Assists in developing and implementing HR policies and practices in line with corporate missions and business directions and ensure consistency across business units and also in full compliance with labour and other relevant regulations and rules
- Involves in a variety of HR ad hoc projects and initiatives, conducts analysis & provide necessary reports
- Supervises and coaches junior HR staff members, exchanges with peer partners within the HR team, embraces & advocates the sharing culture

Requirement

- Degree holder in Human Resources Management or other relevant disciplines
- Minimum 6 years' relevant working experience, preferably in sizable organizations
- Well-versed in Employment Ordinance & other HR-related legislations
- Knowledge and experience in contemporary HR processes
- Highly proficient in written and spoken English and Chinese (Cantonese & Putonghua)
- Conversant in software & database applications such as Microsoft Word, Excel, PowerPoint and HRIS
- Self-motivated, outgoing, innovative, independent and well-organized
- Excellent interpersonal, communication and presentation skills
- Capable of handling multi-tasks and working under pressure
- Experience in PRC HR practices will be an advantage





Senior Internal Audit Officer

Responsibilities

- Conduct risk-based financial, operational and compliance audit engagements, including evaluation of internal control, design of audit programs and execution of fieldwork
- Provide value-added recommendations to strengthen the overall control environment
- Assist in preparing timely internal audit reports
- Participate in ad hoc projects

Requirements

- University graduate in finance or accounting
- Minimum 3 years internal or external audit experience
- CPA qualified or student member
- Self-motivated, great initiative with strong analytical and critical mind set
- Excellent communication skills to interact effectively with different business and operational units
- Good report writing skills
- Familiar with PC software (Excel, MS Word)





Lead System Engineer (DBA / System)

Responsibilities

- Perform database capacity planning, performance tuning, monitoring, backup, restore and disaster recovery
- SQL design, database problem determination and solving.
- Responsible for the implementation of the project, including planning, scheduling, quality control, vendor management and budget management
- Identify problem root causes and implement preventive measures
- Evaluate and recommend new technologies
- Provide support on 7 X 24 basis.

Requirements

- A degree in Computer Science, Information Technology or relevant disciplines
- At least 10 years' relevant experience in IT
- Practical experience in Microsoft Windows 2008/2012, MS Active Directory, Backup Solution , Storage and VMWare.
- Strong technical skills in MySQL , MSSQL and Oracle
- Solid experience in Oracle database products and HA solutions including Oracle RAC, Oracle Data Guard and Oracle Golden Gate
- Experience in cloud infrastructure, virtualization and SAN administration
- Acquired MCSE & OCP is an advantage
- Knowledge of MT4 is a plus
- Fluent in both written and spoken English and Chinese.





Lead System Engineer (network)

Responsibilities

- Network maintenance and management, including network security and patch management (i.e. firmware upgrade)
- Responsible for the implementation of the project, including planning, scheduling, quality control, vendor management and budget management
- Identify problem root causes and implement preventive measures
- Evaluate and recommend new technologies
- Network/systems monitoring and alert systems maintenance
- IT asset management for network equipment
- Provide support on 7 X 24 basis.

Requirements

- A degree in Computer Science, Information Technology or relevant disciplines
- ITIL implementation experience is a plus
- At least 10 years' relevant experience in IT
- Acquired CCIE , Huawei Certification and other network related certificates is an advantage
- Hands on experience in LAN/WAN infrastructure design, security management and network trouble shooting
- In-depth knowledge of network equipment, including routers, switches, wireless APs and firewalls
- Fluent in both written and spoken English and Chinese.

