



Better Youths, Through Sports

A tax-exempt charity under the Inland Revenue Ordinance

InspiringHK Sports Foundation Limited

Senior HR & Administrative Officer 高級人事及行政主任

IHKSports is seeking a talented individual as our **Senior HR & Administrative Officer**. Our officer will be based in Hong Kong, working under the direction of the Chief Executive and Deputy Chief Executive.

Job Responsibilities and Duties

- Handle full-cycle human resources operations for IHKSports' full-time staff, including recruitment, onboarding and offboarding, leave management, and staff records maintenance etc.;
- Co-ordinate with recruitment agencies and/or HR outsourced service provider on recruitment assignments, employment documentation, payroll/MPF administration support, and other HR operational matters;
- Manage people administration for IHKSports' freelance, part-time staff, interns and volunteers, including recruitment/engagement arrangements, attendance tracking, record maintenance, and co-ordination of performance review and feedback;
- Co-ordinate staff benefits initiatives and engagement activities for full-time staff, including staff wellness activities, staff trainings, annual dinner, team events etc.;
- Oversee office management and general administration, including well-organised office environment, office supplies, storage and inventory, front-desk and other support as needed;
- Provide administrative support on governance matters, including co-ordinating Board and Committee meetings, handling employer compliance administration and other statutory/renewal requirements etc.;
- Provide administrative support to the Chief Executive and senior management, including scheduling, correspondence, document preparation, and co-ordination across internal and external stakeholders;
- Perform any other duties as assigned.

Qualifications

- A Degree holder, preferably in Business Management, Human Resources Management or related disciplines, with at least 5 years' relevant experience; more experienced candidates might be considered for assistant manager role;
- Strong administrative and organisational skills, with high attention to detail and the ability to handle both routine/minor tasks and multiple assignments concurrently while meeting deadlines;
- Resilient, proactive and able to work independently in a fast-paced environment;
- A strong team player, capable of working with colleagues and stakeholders of different personalities and functional backgrounds;
- Excellent interpersonal and communication skills, with good command of written and spoken English and Cantonese;
- Tech-savvy and open to using digital tools to improve operational efficiency;
- Knowledge of and passion for sports and the charitable sector is an advantage.



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How to apply: **Please send a full resume with a cover email, current and expected salary to hr@inspiringhk.org. Please specify the job title you are applying for in the email subject.**

On top of the statutory holidays, maternity leave and paternity leave, IHKSports offers 14 days of annual leave, birthday leave and health insurance with dental benefits. Other staff benefits include a one-hour early leave every month to do individual sports, a wellness day every month to do team sports together and flexible working hours at the office, compensation leave for overtime working, compassionate leave, and marriage leave (upon completion of 1-year service). The office is closed on the last day of each calendar year and the day before the Chinese New Year.

Applicants who do not hear from us within two months may consider their applications unsuccessful. Only shortlisted candidates will be notified to attend interviews and a written test. All personal data collected will be kept confidential and will be used for recruitment purposes only. Successful applicants will be required to undergo a Sexual Conviction Record Check (SCRC) if job duties involve frequent contact with children.

Career Level: Middle

Yr(s) of Exp: 5 years or above

Industry: Charity/ Social Services/ Non-Profit Organisation

Location: Quarry Bay

Salary: Salary Negotiable

Preferred onboarding month: Jun 2026