



Job Title: Human Resources Assistant, Hong Kong  
Reporting to: Human Resources Manager  
Department: Human Resources Department  
Job Location: Hong Kong  
Contract Type: Permanent

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#### The Firm

HFW is a sector focused global law firm. We have over 600 lawyers working across the Americas, Europe, the Middle East and Asia-Pacific. We take a progressive and innovative approach to our roles in commercial business – thinking creatively and pragmatically to support our clients.

Whether we are solving complex issues within the construction, aviation or shipping industries, or providing advice across insurance, commodities and energy we are specialist lawyers here to add value to our clients. We think about the commercial solution first, and then underpin our advice with a solid foundation of legal expertise.

#### HFW Hong Kong

HFW was one of the first international law firms to open an office in Hong Kong, and we have now been serving clients in the region for over 40 years. We have a team of more than 70 lawyers providing specialist advice on a wide range of contentious and transactional matters, including across HFW's core sectors: aerospace, commodities, construction, energy, insurance and shipping.

Our Hong Kong team works seamlessly with our offices in Shanghai and throughout the Asia region to provide expert advice that combines decades of local insight with our truly global capabilities and experience. Our disputes practice is a market leader for high value, multi-party and multi-jurisdictional litigation and international arbitration – we are one of the most active law firms in the Hong Kong High Court and the HKIAC. Our transactional practice in Hong Kong was recently boosted by the arrival of a top corporate finance team, who handle equity and debt capital markets, M&A, funds, and other complex corporate and commercial matters.

#### The Role

We are looking for a diligent and meticulous Human Resources Assistant to join our Hong Kong office.

#### Key Responsibilities

- Assist in fee earners and business services staff recruitment activities and provide support on graduate recruitment programs
- Responsible for new joiners and leavers logistics
- Maintain accurate HR records in the HRIS, DMS and personal files
- Follow up with new starter on MPF administration
- Responsible for absence administration for fee earners & business services staff and generate monthly reports
- Handle enquiries and communications with Law Society of Hong Kong and Professional Indemnity Insurance provider such as filing, preparing reports, submitting applications
- Manage local and overseas lawyers' practising certificate applications and liaise with the regulator bodies as required
- Responsible for CPD training administration

## The Person – Key skills and experience required

- Holder of a Bachelor's degree
- A minimum of two years of Human Resources experience, preferably in a law firm or professional services environment
- Familiar with the regulations of Law Society of Hong Kong, Labour and Immigration Department will be an advantage
- Fluent spoke and written English and Cantonese, with knowledge in Putonghua is a plus
- Knowledge of Microsoft Office and HRIS
- Excellent communication, organisational and team skills
- Good attention to detail, conscientious, approachable and enthusiastic

## Additional Information

Kindly note that this job description is not contractual. It will be reviewed periodically and may be amended or altered to meet the needs of the firm.

HFW aims to ensure equality of opportunity, and we are actively working towards improving the diversity of our staff. All applications will be considered only on merit and the applicant's suitability to meet the requirements of the role.

HFW collects and processes personal data relating to job applicants to manage its recruitment process. The firm is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For information on how the firm will process your data, please see our Privacy Notice on our website ([www.hfw.com/Privacy-Notice](http://www.hfw.com/Privacy-Notice)), in the section "What we collect and how we use it".

December 2023