
HR ADMINISTRATOR

THE OPPORTUNITY

We currently have an exciting opportunity for an HR Administrator to support our talent operation and talent strategic programs.

PRIMARY OBJECTIVES:

- To deliver high quality of services to users in recruitment, performance management, leave management, benefits administration, learning administration, HRIS, formalities and ad hoc projects.

QUALIFICATIONS, SKILLS AND EXPERIENCES

- A minimum of three years HR administration experience.
- Previous professional services firm (law, accounting, consultant firm) experience is desirable.
- High level of customer focus and 'can do' attitude.
- Demonstrate diplomacy, discretion and confidentiality.
- Proven ability to communicate effectively and work cohesively with people at all levels of the organization.
- Develop understanding of clients' needs through the checking of requirements/requests aligned with the policy/procedure.
- Effective planning, scheduling, prioritization and time management skills
- Ability to understand, adopt and modify/improve new system of HR management to deliver higher service quality effectively.

COMPETENCIES

- **Communicates and relates well to others:** Builds rapport well, is a good listener; builds constructive and effective relationships; diffuses high tension situations comfortably.
- **Delivers results and meets customer expectations:** Focuses on client needs and satisfaction; anticipates client needs; ensures commitments to client are met; sets high standards for quality and quantity; takes personal responsibility for resolving client concerns; seeks feedback.
- **Achieves personal and work goals and objectives:** Accepts and tackles demanding goals with enthusiasm; sees things through to completion; perseveres when faced with resistance or setbacks; anticipates and adjusts for problems and roadblocks; measures performance against goals and priorities effectively; spends his/her time on what is important.
- **Stays composed under pressure:** Can be counted on to hold things together during tough times; handles stress well; is not knocked off balance by the unexpected.
- **Lives and role models organizational values and ethics:** Adheres to an appropriate and effective set of core values and beliefs; demonstrates integrity; practices what he/she preaches.

HOW TO APPLY

If you have what it takes to be part of us, please send your comprehensive CV in English with the email subject of: HR Administrator – {Your Name} to: recruitment@hbtlaw.com

GROUP / TEAM

Business Services / Human Resources

ROLE TYPE

Business Services / non-client facing

EMPLOYMENT TYPE

Permanent

WORKING PATTERN

Full Time

DIVERSITY & INCLUSION

We aim to have a diverse, innovative culture where high performance, client focus and highly engaged people are our differentiator and where we celebrate the uniqueness of our people. Our firm is made up of people with a range of experience and backgrounds. We strive to ensure that our inclusive environment means our people feel valued and able to perform at their best by being their authentic selves at work. We know that our future success not only depends on being innovative and progressive in the changing legal market but, most importantly, on our people feeling engaged.

[About Us](#)