



Title: HR Intern

Reporting To: HR Advisor & HR Administrator

Location: Hong Kong

Primary Responsibilities:

HR Information System

- Ensure data on system is accurate and updated
- Generate profiles for new joiners
- Update exit interview records on system
- Manage leave administration

HR Personnel Database/Filing

- Generate new joiner files both in electronic and hard copy
- File relevant materials on to both electronic and physical personnel files
- Ensure physical personnel files are archived in a timely manner

Law Society Administration

- Assist in Registered Foreign Lawyer and Hong Kong Practicing certificate renewal processes
- Assist in CPD trainings logistics – room bookings, catering, logging attendance, keeping CPD records up to date.

Other Administration

- Prepare induction schedules for new joiners
 - Prepare regular reports and any other ad hoc reports as requested
 - Prepare and file payment request forms
 - Update organisation charts
 - Maintain HR intranet page and make suggestions for improvement and update
 - Assist with the logistics of Diversity and Inclusion (D&I) events
 - Assist with photo-copying, printing, scanning, filing, mailing and faxing as required
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Skills / Experience

- Tertiary qualification in Human Resources/related discipline or equivalent experience.
 - Good English and Chinese skills
 - Good Microsoft Office skills
 - Attention to detail
 - Must be able to maintain confidentiality of HR documents and other personal information
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Job title: Marketing Intern

Location: Hong Kong

Contract type: Fixed term (3 or 6 months)

Hours: Full time (Monday to Friday)

Department: Business Development

Reports to: Events & Marketing Specialist

Objective:

- Assist in the production of high quality client events
- Manage client relationship data to facilitate targeted marketing activities
- Opportunity to gain valuable marketing experience and training in a leading professional services environment

Responsibilities:

Events support

- Assist with the logistical and operational aspects of client events, including seminars, conferences and corporate entertainment
- Support the Events & Marketing Specialist with contact management tasks in respect of client events
- Provide other administrative support in relation to client events as required

CRM data management

- Manage client contact information within the firm's InterAction database
- Refine and maintain distribution lists used for the purpose of targeted marketing communications and client events
- Identify ways to use client feedback and other data to improve the firm's marketing communications

Alumni

- Update and refine the firm's alumni lists within Asia – identify appropriate channels for tracking relevant information and engaging with firm alumni (e.g. LinkedIn)
- Support the global alumni team in the implementation of a sustained campaign of engagement with alumni

General administrative assistance

- Keep track of publications stock and notify relevant team members when stocks are running low
 - Assist other members of the BD team in the preparation of presentations and spreadsheets utilising PowerPoint and Excel
 - Provide *ad hoc* support to the BD team as required
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Requirements:

- Good organisational and team-working skills
 - Advanced skills in full Microsoft Office suite
 - Ability to use initiative and be proactive
 - Strong communicator
 - Attention to detail
 - Ability to prioritise and work in a busy environment
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