

We are a dynamic, expanding, forward-looking global law firm providing a broad range of quality legal services to local and international clients. Our firm is focusing primarily on corporate/commercial work, corporate finance and securities, mergers and acquisitions, banking and dispute resolution and arbitration.

We are searching for a Human Resources Coordinator who will be responsible for providing administrative support to the Human Resources Team, while presenting King & Wood Mallesons in a highly professional manner to employees, clients, suppliers and other stakeholders.

### **Human Resources Coordinator**

#### **About the role**

- Provide support for recruiting activities, scheduling, planning and logistics (e.g: room booking, VC set up with regional offices).
- Co-ordinate with different stakeholders, both internal and external, in relation to graduate and lateral recruitment. This includes preparing interview schedules, interview packs and in-house interviews.
- Assist the Human Resources Team in executing both the Clerkship and Trainee programs. This includes on-boarding, managing logistics for induction, event logistics, training sessions and visa applications.
- Assist with the organisation of both local and overseas law fairs and university career talks.
- Manage all system data, from new role creation and candidate management. This includes administration of our recruitment management system.
- Track and process recruitment-related invoices, contracts and agreements record recruitment expenses via our tracking system and reconcile against the budget.
- Manage the Hong Kong recruitment process for all support staff vacancies and junior to mid-level Associate roles.
- Develop strong relationships with agencies and universities to source candidates.
- Contribute to the daily operations of the Human Resources Team as necessary.
- Participate in projects as required and assist in new human resources initiatives as designated by the Human Resources Team.

#### **Position Requirements**

- Bachelor degree required, preferably in Human Resources Management / Business Management;
- Fresh grads welcome, but 1 year experience preferred;
- Experience / good understanding of graduate recruitment will be essential
- Strong attention to details, follow-through and result orientation;
- Excellent command of verbal and written English, preferably with Chinese language ability (Cantonese and Mandarin);
- Excellent interpersonal skills – in person, on phone and in writing;
- Team player with a positive attitude and ability to communicate at all levels, both verbally and written;
- Well-developed organisational and coordination skills;
- Pro-active attitude and ability to "get things done";
- Ability to prioritise tasks and meet deadlines;
- Ability to work under pressure and multi-task;
- Ability to work independently as part of a team; Willing to "roll up sleeves" and assist the team as and where needed;

- Strong knowledge of MS Word, Excel, PowerPoint and Outlook, Internet Explorer

**What we offer**

Successful applicants will be eligible for a comprehensive range of benefits including, but not limited to: gym membership subsidy, an active social club and fabulous training opportunities and market rate salary and bonus.

**Application Methods:**

Please address your application to: Helen Acton, Human Resources Advisor

Email: [helen.acton@hk.kwm.com](mailto:helen.acton@hk.kwm.com)