

HR & Administrative assistant

Holly's International (Hong Kong) Auctions Co., Ltd. is an auction house providing professional connoisseurship and auction services in Hong Kong starting from 2018. Its parent company, however, Guangzhou Holly's International Auction Co., Ltd., has been a pioneer in the auction industry in Southern China for a remarkable history of 24 years, contributing and witnessing the development of China's auction market. In 2015, the company joined the Infore Investment Holding Group Co., Ltd and this move has undoubtedly further strengthened its competitiveness.

Since its inception in 2016, Holly's (HK) has successfully established an international team of esteemed elites, and qualified experts from the art scene. The major four departments include Modern and Contemporary Art, Chinese Classical and Modern Paintings and Calligraphy, Chinese Ceramics, Jadeite and Works of Art, and Jewelry and Watches. To add to the exquisite resources, and talented team of professionals, an integrated art complex of Holly's (HK) is located in the art hub of Hong Kong, featuring SPACE 229, a three-storey art space taken up from ground floor; showrooms for watches and jewellery; wine and tea tasting areas; VIP lounges; private-sale sector; offices; studio and workshops etc. The development endeavors to attract a wide range of art lovers, and to bring together top scholars, and collectors from around the world.

Duties:

- Manage the operation of Administration team on general administrative support tasks including, but are not limited to, office renovation, compiling data for reports, materials purchasing management, courier management, and security system monitoring.
- Keep abreast on update market information of recruitment trend and remuneration package to maintain the competitiveness in market.
- Responsible for Updating HR databases (e.g. separations, vacation and sick leaves).
- Handle tasks in related fields, including recruitment and selection, compensation and benefit, training, policy development and performance management.
- Assist in payroll preparation by providing relevant data, like absences, bonus and leaves
- Documents human resources actions by completing forms, reports, logs, and records.

Requirements:

- Bachelor Degree of Human Resources or relevant disciplines;
- Minimum 3 years relevant experience with at least 1 years in supervisory level.
- Ability to cope with and communicate with all levels staffs from junior to senior management level.

- Excellent skills in MS office software, including Word, Excel and Chinese word processing;
- Good command of English and Mandarin.

For interested parties, please submit application with your resume, availability, current and expected salary to hollyinternationalhk@gmail.com. Personal data collected will be used for recruitment purpose only.