



**INTERNATIONAL
CHRISTIAN
SCHOOL**

EXCELLENCE FOR LIFE. ANCHORED IN CHRIST.

ASSISTANT HUMAN RESOURCES OFFICER

As the **Assistant Human Resources Officer** at the International Christian School in Hong Kong, you will be joining a team of seasoned and dynamic Christian professionals who will welcome your skills and knowledge of human resources management and development, with a can-do mindset to contribute to the school's organizational success.

APPLY ONLINE >

WHAT YOU WILL DO

- Provide human resources services with significant attention to talent acquisition and development, employee relations and human resources information systems.
- Provide full support to the recruitment cycle including the hiring and on-/ off-boarding of faculty and support staff
- Provide frontline administrative support, such as handling enquiries from employees and general public (e.g. job seekers)
- Assist in employee benefits administration
- Perform any other ad-hoc projects as assigned

WE'RE LOOKING FOR SOMEONE WITH

- Strong passion and commitment to Christian education, a positive attitude and growth mindset.
- A bachelor degree in business administration, human resources, psychology or related discipline.
- Prior exposure to the education sector will be an advantage.

- Demonstrated curiosity, people orientation and an open mind.
- Ability to maintain confidentiality and impartiality.
- Maturity, and proactive, hardworking, organized, responsible attributes.
- Good active listening and problem-solving skills.
- Confidence and good interpersonal skills to communicate effectively with people of diverse levels and backgrounds.
- Good command of spoken and written English

WHAT WE OFFER

We offer a 5-day work week and an attractive remuneration package, commensurate with the candidate's qualifications and experience. As part of the ICS Community, you will have the opportunity to work with colleagues and students of diverse cultural backgrounds. We provide resources and support to teachers and support staff with professional development for their career progression. We have a supportive and engaging working environment marked by a distinctive Christian ethos.

TO APPLY

Join us by submitting an online application with your resume and salary expectations.

We are committed to providing a secure environment safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo thorough background checks and child protection screening.

All personal data collected will be kept in strict confidence and will only be used for recruitment purposes.

APPLY ONLINE >

ABOUT ICS

ICS was opened in 1992, providing affordable, Christian university preparatory education. The school found a niche with non-missionary families who fueled demand for the school's program. This draws into our vision as a school; ICS aims to honor Christ by modeling excellence and innovation in holistic Christian education. ICS has grown to 1200 students from Pre-Grade 1 – Grade 12 on our Shek Mun campus and 144 in our Kindergarten Campus in Ma On Shan from Reception 1 to 2.

ICS seeks to be centered upon Christ and is committed to building God's Kingdom and integrating faith, learning, and action. We are an evangelical Christian school that uses academic and extra-curricular programs to develop the whole student – intellectually, physically, socially, and spiritually.