



POSITION DESCRIPTION

JOB TITLE	HR Intern
COMPANY NAME	Loro Piana (HK) Ltd.
REPORTS TO	HR Manager
BUSINESS	HR

Job Description:

- Filing and maintaining employee records
- Providing assistance on recruitment such as posting of job advertisements and scheduling interviews
- Preparing HR-related correspondences such as employment contracts and letters
- Assisting with the onboarding process for new employees
- Performing data entry and maintaining HR database and record
- Assisting with benefits administration, such as processing enrollments, terminations, and changes in coverage
- Conducting pre-employment background checks and reference checks
- Assisting with payroll processing and data entry
- Tracking staff attendance and time off requests
- Any other ad-hoc tasks as assigned

Requirements:

- Current undergraduates in Human Resources Management / Business Administration or related disciplines
- Good command of both spoken/ written English and Chinese (Mandarin is a plus)
- Proficient in Microsoft Office including Excel, Word and PowerPoint
- Displaying a high level of professionalism and confidentiality when handling sensitive information will be critical in this position
- Detail-minded, proactive, with good communication skills
- Self-motivated, organized and possess strong sense of responsibility
- Able to work at least 2 days per week
- Immediate availability is highly preferred

Interested parties, please send your full resume with expected salary to hr.hk@loropiana.com

(All personal data collected will be used for recruitment purpose only)