



Company Overview

In 1955, SWANK expanded the breadth and depth of fashion in Hong Kong with the city's first multi-brand luxury clothing store that stood to imbue the lives of astute men and women with style.

Led and operated by people who understand and embrace fashion, SWANK led the evolution of Hong Kong's luxury fashion with an inspiring edit of powerhouse classics as well as contemporary tastemakers. The constant introduction of new-era fashion pioneers is also why discerning men and women love coming back to SWANK for unique, sophisticated and creative wear.

Behind its dazzling façade; SWANK stands to provide an experience choreographed for customers to explore what they love, experiment with what they can be, and to find resonance in our curation of cream-of-the-crop designers and fashion houses.

Under the current leadership of ENM Holdings Limited, today's SWANK lives up to the founding spirit of gracing contemporary wardrobes and continues to dress and inspire a prestigious clientele at two multi-brand maisons and a standalone boutique for Paule Ka.

Human Resources Assistant / Assistant Human Resources Officer

Job Responsibilities:

- Perform the full spectrum of Human Resources functions
- Responsible for monthly payroll and commission calculation, MPF & ORSO administration, tax filing, employee benefits matters, maintain and update personnel records in HRIS system
- Handle end-to-end talent acquisition process and employee life cycle administration
- Assist in implementing Human Resources & Administration initiatives and projects, such as Annual Dinner, Christmas Party, HRIS enhancement
- Prepare various Human Resources and Administration reports for audit and management review
- Provide support to general office administration
- Act as a back-up of Receptionist and Assistant Administration Officer
- Perform ad hoc tasks as assigned

THE SWANK SHOP LIMITED

Suites 3301-02, 33/F, Tower 2, Nina Tower, 8 Yeung Uk Road, Tsuen Wan, New Territories, Hong Kong.

Tel: 852-2363 8160 Fax: 852-2363 1459 Website: www.swank.hk

a member of ENM Group



Job Requirements:

- Diploma / Degree holder in Human Resources Management or related disciplines is preferred
- At least 1 year relevant Human Resources experience, preferably in fashion retail or sale commission calculation
- Well versed in Employment Ordinances and other relevant regulations
- Proficient in Excel and other PC skills
- Good command of spoken and written English and Chinese
- Well-organized, Detail minded with good interpersonal and communication skills
- Candidate with more experience will be considered as Assistant Human Resources Officer
- Immediate availability is an advantage

Employment Type: Full Time, Permanent

Working Hours: Monday – Friday 09:00-18:00

Benefits: Five-day work week, Flexible working hours, Life insurance, Medical insurance, Performance bonus, Staff Purchase Discount, On-the-job Training

Application Deadline: June 30, 2023

Application Method: We offer an attractive remuneration package to the right candidate. Interested parties please forward your full resume with current and expected salary email to hr1@swank.com.hk

All applications will be treated in strict confidence and used exclusively for recruitment purposes. The company will retain the applications for a maximum period of 6 months.

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