



# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

**Department:** Human Resources

**Position Title:** Manager - Copywriting

### Job Description:

- Collaborate with stakeholders across departments to understand their needs and create copy that effectively communicates HR related messages
- Develop and execute strategies for creating engaging HR related content, including but not limited to employee handbooks, internal / external communications memo, job descriptions, contracts, letters, business proposals, social media postings
- Oversee the editing and proofreading process to ensure copy is accurate, clear, and consistent with the company's guidelines
- Stay up-to-date with industry trends and keep the best practices in HR communication
- Conduct regular reviews and provide feedback to team members to facilitate a sustainable improvement process cycle of the writing skills
- Perform and complete other tasks/projects as assigned in a timely manner

### Job Requirement:

- Bachelor's degree in Human Resources, English Studies, Communications, Translations, or a related field
- Minimum 5 years of experience in copywriting or related field, with experience in HR fields is a plus
- Knowledge of local labor law, legislations and HR policies
- Proficiency in MS Office and other relevant software tools for copywriting and content
- Proficient in spoken and written both English and Chinese
- Ability to collaborate effectively with stakeholders across departments and understand their needs

Interested parties, please apply via:

- Email the detailed resume to [careers@sjmresorts.com](mailto:careers@sjmresorts.com)
- Hotline 82970979/ 65903640



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## SJM RESORTS, S.A.

**Department:** Human Resources

**Position Title:** Manager - HR Partner

### Job Description:

- Assists in implementing Human Resources strategies across the aligned group
- Establishes and maintains effective relationships with assigned Business Units by providing expert advice and suggestion on HR issues
- Conducts regular catch-up with assigned Business Units to understand their needs and talent issues
- Coordinates with the Recruitment department to ensure recruiting and hiring strategies are executed in effective manner and meet the Department's needs
- Ensures all employees' movement record including resignation, promotion and transfers is handled properly and timely
- Conducts exit interviews, analyzes data, and makes recommendations to the management team for corrective action and continuous improvement
- Assists with conflict resolution and advises on employee relations issues
- Prepares reports and statistics for management review
- Serves as a coach in providing guidance, training and coaching to team members
- Performs and completes other tasks as assigned in a timely manner

### Job Requirement:

- Bachelor's degree in Business, HR Management or related discipline
- Minimum 6 years relevant working experience including a minimum of 4 years at management / supervisory level
- Professional HR designation or equivalent work experience preferred
- Knowledge of local labor law and legislations
- Proficient in both written and spoken Chinese and English

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## SJM RESORTS, S.A.

**Department:** Human Resources

**Position Title:** Assistant Manager - HR Partner

### Job Description:

- Assists in implementing Human Resources strategies across the aligned group
- Partners with team in the implementation of the strategic HR policies, projects and initiatives
- Builds effective relationship with assigned Business Units and conducts regular catch-up to understand their needs and talent issues
- Ensures all employees' movement record including resignation, promotion and transfers is handled properly and timely
- Assists with conflict resolution and advises on employee relations issues
- Drives internal and external HR communications
- Prepares reports and statistics for management review
- Serves as a coach in providing guidance, training and coaching to team members
- Performs and completes other tasks as assigned in a timely manner

### Job Requirement:

- University degree or above in Business, HR Management or related discipline
- Minimum 4 years relevant working experience including a minimum of 3 years at management / supervisory level
- Knowledge of local labor law and legislations
- Proficient in both written and spoken Chinese and English

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# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

**Department:** Human Resources

**Position Title:** Coordinator - Compensation & Benefits

### **Job Description:**

- Assist with day-to-day operations of the HR functions and duties
- Maintain and updates accurate employee records
- Responsible for employees' benefit enrollment and medical claim
- Answer employees' queries on compensation and benefit matters
- Perform and complete other tasks as assigned in a timely manner

### **Job Requirement:**

- University degree or above in Business, HR Management or related discipline
- Relevant working experience preferred
- Proficient in Microsoft Office
- Good interpersonal and communication skills
- Detail-oriented and strong sense of responsibilities
- Proficient in both written and spoken Chinese and English

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## SJM RESORTS, S.A.

**Department:** Human Resources

**Position Title:** Coordinator - HR Information System

### Job Description:

- Supports and ensures the integrity of all HR systems and ensure data elements captured in the system complies with the regulations
- Assists to manage multiple HR projects and ensure these projects are executed efficiently and deliver accordingly to expectation
- Maintains HR system configurations and parameters to support the HR operations
- Supports user account access to ensure compliance with HR policy guideline
- Assists with day-to-day operations of the HR functions and duties
- Maintains and updates accurate employee records
- Performs and completes other tasks as assigned in a timely manner

### Job Requirement:

- Bachelor's degree in IT, HR Management or related discipline
- Relevant working experience preferred
- Knowledge and experience of Enterprise Solution products. Knowledge of Virtual Roster is preferred
- Knowledge of business processes, capabilities, and configuration options for HR
- Good in spoken and written English, Cantonese and Mandarin
- Good analytical skills

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