



## The Wave \_ HR & Admin Assistant

### Job Description

- Assist in organizing Provide a full range of office administrative support e.g. stationery ordering, office insurance renewal, reports, documents etc.
- Provide HR and secretarial services e.g. data entry, leave and benefits administration, record updates, interview arrangement, employment contract, P-files, on-boarding & off-boarding, staff's annual leave record etc.
- Source, negotiate, select and manage office supplier and inventory control
- Assist in managing company-wide projects
- Provide backup assistance to the front desk when needed

### Requirements

- Bachelor degree in any discipline
- Minimum 1-year experience in customer services or related role
- Relevant experience in co-working offerings in HK or strong interest in startups/tech a plus
- Can-do attitude and cheerful disposition
- Proactive, well-organized, independent and able to work under pressure
- Strong sense of responsibility, self-motivated, hardworking and detailed-minded
- Able to handle multiple tasks and meet deadlines with quality; strong work ethic and commitment to the success of the project
- Proficiency in both written and spoken English and Chinese
- Self-driven, confident, ambitious, cheerful, fun and enjoy working in a team
- Flexible to adapt changing demands of the job and have strong multitasking ability

For interested candidate, please send your cover letter and CV to [talent@thewave.com.hk](mailto:talent@thewave.com.hk)

*#Make things happen #Celebrate differences #Inspire #Agile*