

Assistant HR Business Partner

Applications are invited by the Hong Kong office of MaplesFS for the position of

Assistant HR Business Partner

Reporting to the HR Business Partner (“HRBP”) in Hong Kong, this role combines a blend of strategic and operational HR business support and is responsible for playing a significant supportive role to the HRBP. This role has responsibility for the Hong Kong, Singapore & Dubai offices as part of the global HR team of MaplesFS.

The Assistant HRBP (“AHRBP”) will act as liaison to the business on all aspects of HR including advising managers on areas of employee engagement, performance management, compensation and benefits, training and development, disciplinary process and all types of HR operations, ensuring that all HR matters are dealt with in accordance with local labour laws. The position is responsible for assisting the HRBP in aligning business objectives with employees and management and serving as a consultant to management on human resources-related issues.

The successful candidate will contribute to the development and implementation of HR policies and procedures. In addition, he/she will manage sensitive, confidential matters and must adhere to confidentiality at all times.

Under the direction of the HRBP, the successful candidate will be responsible for ensuring that best practices are being followed, projects are delivered as required and key deliverables are met within the specified timelines.

The successful candidate will have excellent organisational skills, problem solving skills, possess strong attention to detail, be able to manage time effectively and remain calm and polite in demanding situations.

He/she will have excellent communication skills, both verbal and written and be able to deal with all levels of staff. He/she will be proficient in the use of Microsoft applications and knowledge of HR systems and reporting is also desirable. Detailed knowledge of relevant labour and immigration laws is required.

A candidate for this position must have a Bachelor’s Degree in Human Resources Management or a related field and between 4 to 6 years of working experience in an HR generalist role in a professional services environment.

We offer a supportive environment, structured on a team basis. Benefits include four weeks’ vacation (pro-rated for part years) and health insurance. Salary will be commensurate with qualifications and experience. Qualified applicants should write, enclosing their CVs to careers.mea@maplesfs.com quoting reference: Hong Kong – Assistant HRBP.

MaplesFS, through its divisions Maples Fiduciary, Maples Fund Services and Maples Private Client Services, is an independent global provider of specialised fiduciary, fund administration, entity formation and management, insurance and trust and private client services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.