



LHH, a division of the Adecco Group, is a career transition company with over 35 years of experience in Hong Kong, transforming workforces through career transition, talent development and strategic advisory.

We offer opportunities to deliver lifelong employability to a generation of talent in transition.

We offer opportunities to develop leaders, recognizing the capabilities needed for today and Tomorrow.

Visit our website to find out more: <https://www.lhh.com/hk/en/>

Position: Project Coordinator / Administrative Assistant (1 year contract)

This position is ideal for candidates who are interested to pursue a Human Resource or Administrative role or a career in Project Management and to work in a multinational environment. Ample of learning opportunities will be available to the successful candidate.

Responsibilities:

Working closely with Project Manager to perform project coordination tasks for local and regional projects. Coordinate and collaborate with global project team and internal stakeholders.

Responsible for administrative tasks such as data entry, status record keeping, and building PowerPoint presentations with existing materials

Coordinate and liaise with internal and external stakeholders for calendar scheduling

Set up virtual meetings via Zoom and support consultants to use them

Support marketing campaigns, include draft email and compiling internal reports

Handle reception, office maintenance duties and ad hoc assignments as assigned

Requirements:

Candidates will have a strong interest to pursue a career in HR functions

Some / Internship experience in a corporate environment

Curious, take ownership of assigned duties, not afraid to ask questions, and open to receive feedback

Good communication skills in English, Cantonese is preferable

Organised, comfortable to perform administrative tasks and have good attention to details

Interested to work in a multinational environment

Associate degree or above with good English written skills, non-native Cantonese speakers are welcome to apply. Applicant must have local residence without visa restrictions.

Please reach out to Jane.Wong@LHH.com with your updated CV, Cover letter is not required.