

**About the opportunity:**

FCM Travel Solutions is looking for a HR Officer to join our team! Reporting to HR Manager, Asia, you will support our Asia operations in recruiting, onboarding and exit procedures across different countries including China. Your role is to provide general HR services to ensure in line with compliance and audit requirement and maintain and update all HR records, data and reports to ensure accuracy. As part of a regional HR team, you will have the opportunity to use and practise your HR skills in multiple markets including China, Hong Kong, Singapore and Malaysia. We are looking for a proactive team member that will grow and develop within our team and ensure all duties are delivered in line with our global standards.

**Job Requirements:**

Bachelor Degree or above, major in Human Resources or related field preferred

Minimum of 2 years solid work experience in human resources

Proactive and able to work independently

Excellent Chinese and English writing and oral is a must

Positive mindset and happy going character

Result oriented and Customer oriented

Strong communication and interpersonal skills

Good collaboration and influencing skills and team work spirit

Good computer skill in EXCEL, POWERPOINT and WORD;

**Is this the opportunity you are waiting for? Apply now by sending your CV and cover letter to Anna Wong (HR Manager, Asia) [anna.wong@hk.fcm.travel](mailto:anna.wong@hk.fcm.travel)**