

12. Ms Queeine – Administration and Human Resources – Human Resources

Actually I graduated from a business school

I have always wanted to find a business-related job after graduation

Why did I choose human resources

Because it allows a lot of interaction with people

As well as good career prospects

And it is rather professional

At first, I tried to look for a job in the industry of human resources

But not many companies were willing to hire a fresh graduate

So I started with an administrative job at the first year

Then I started to look for a job in the industry of human resources after two years of work

Fortunately, a retail company hired me

So I started working in the industry of human resources

In fact, the scope of human resources work is diverse

First, it includes recruitment, calculation of salary and adjustment of annual benefits

And performance management

Each year we will set a new bonus programme to motivate our staff

In addition, we have job duties related to employee relations

Including monthly and quarterly employee activities for them to participate

Our working hour is stable

Monday to Friday from nine am to six pm

The work of human resources is closely related to the Employment Ordinance

Hence, I recommend those who are interested in human resources

Should take some courses related to Employment Ordinance

And take human resources courses to enrich your knowledge

And understand what human resources is

Then see if you are really interested in it

In terms of character, I think you must have good communication skills

Can attend to details and be careful

I think the most challenging part is how to retain staff

Although you will see if both parties are mutually suitable during the interview

It could be another thing when you are working

Hence, the company needs to set out many policies to help their staff

To develop their careers or to retain them

These are the challenging parts

Sometimes, it is hard to hire employees at the end of the year

We would use different ways

Including seeking help from headhunters

Or posting job advertisements on some new medias

These two methods could help speed up the recruitment

If students really want to join the industry

They should take some courses related to human resources

Or learn more about the Employment Ordinance

As the Ordinance might be breached

It is better to be familiar with the Ordinance

And acquire knowledge of human resources