

Fidelity Human Resources Consultants Company

(Wholly owned by Fidelity Corporate Services Ltd.)

Suite 2205-6, Island Place Tower, 510 King's Road, North Point, Hong Kong

Telephone: (852) 2882 8378 Facsimile: (852) 2895 1999 Email: fhr@pcp.com.hk



Towards Excellence

SECRETARIAL

Junior Secretary	0-1yr	F5	Filing, typing, Chinese word processing & fax	\$7,500-\$9,000
Secretary	1 - 2yrs	F5 +FST	Draft simple correspondence, typing, Chinese word processing, travel arrangement, prepare presentation material and provide admin support	\$8,500-\$12,000
Secretary	3-5yrs	Dip + FST	Independent correspondence, draft fax, arrangement of appointments, travel arrangement, prepare presentation material and provide admin support	\$12,000-\$20,000
Senior Secretary	5-8yrs	Deg/Dip+ FST	Independent correspondence, supervise staff, provide, admin support, travel arrangement, presentation material	\$20,000-\$30,000
Executive Secretary /PA	8+yrs	F7+FST /University Degree	Responsible for all secretarial/PA duties including presentation material, audio typing, administration & personnel, supervise staff, Run the office in absence of boss	\$25,000-\$40,000

PERSONNEL & ADMINISTRATION

Personnel Officer	3-5yrs	University/Polytechnic graduate in Personnel Studies/Business Administration	Handling all or partial personnel functions including payroll, staff recruitment, training, employee benefits, MPF compensation & benefits	\$15,000-\$20,000
Administration Manager/ Office Manager	5-8yrs	University graduate in Business Administration	Responsible for full administrative function. Supervise department, ensure smooth running or equivalent of communications and the office. e.g. leasing of offices, etc.	\$20,000-\$30,000
Human Resources Manager	5-8yrs	University Degree in Personnel /HR Management	Responsible for all spectrum of personnel functions, such as recruitment compensation & benefits, MPF, training, payroll and supervision of the department	\$30,000-\$50,000+

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Towards Excellence

OFFICE SUPPORT

Junior Receptionist	0-3yrs	F5	Handle switchboard/telephone calls, sort out mail, greet visitors, typing and stationery control	\$8,500-\$11,000
Senior Receptionist	4+yrs	F5	Handle switchboard/telephone calls, sort out mail, greet visitors, typing, stationery control and admin support	\$12,000-\$18,000
Telephone Operator	1-3yrs	F5	Handle switchboard	\$10,500-\$12,000
Clerk	0-2yrs	F5	Filing, photocopying, fax typing	\$8,000-\$10,000
Senior Clerk	3yrs	F5	Fax, data input, typing, filing, some supervision	\$11,000-\$13,000
Typist/WP Operator	2+yrs	F5	Data entry, typing, Chinese word processing	\$10,000-\$12,000
Driver	5+yrs	F3	Clean driver's licence (HK and /or PRC)	\$10,000-\$15,000
Messenger	1+yrs	F3+	Internal and external work, mail/parcels deliveries, general office routine work	\$7,000-\$9,000

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ACCOUNTING

Accounts Clerk	1-2yrs	F5 +LCC Elementary	Invoicing, prepare cheques, data entry	\$8,000-\$12,000
Accounts Clerk	2-4yrs	Dip/Deg +LCC Intermediate	Handle bank books, invoicing, prepare cheques, petty cash A/R, A/P.	\$12,000-\$15,000
Assistant Accountant	5-6yrs	Deg ACCA II/LCC Higher	Handle full set of books, costing, assist in prepare management reports	\$15,000-\$25,000
Accountant	5-8yrs	Dip/Deg ACCA II	Program month-end closing, budgeting, balance sheets, P/L account, supervise staff and handle PRC A/Cs	\$25,000-\$28,000+
(Chief) Accountant	5yrs in Auditing & Accounting	University degree ACCA qualified	Supervise A/C dept, monitor finance of company, inventory and debtors control. Handle annual audits, taxation and accounts consolidation, ect	\$25,000-\$35,000+
Finance Manager/Financial	Min 5 yrs managerial grade	University degree ACCA Qualified	Supervise and control A/C & Admin dept, monitor finance of company. Prepare annual budget, management accounting	\$35,000-\$50,000+

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MERCHANDISING

Merchandising Clerk	1-2yrs	F5	Typing, follow up, contact with factories and different departments	\$8,000-\$9,000
QC	1-2yrs	F5	Inspection, follow-up on production, travelling, QC, some outdoor work	\$8,000-\$10,000
Assistant Merchandiser	3-4yrs as Production Clerk or equivalent	F5	Prepare production details and pass to factories. Prepare shipping, quality and fabric control forms	\$11,000-\$12,000
Merchandiser	3+yrs as Merchandiser	F5	Supervise 2-3 staff, control & follow up on all production, schedules, quality control, final inspection and delivery	\$12,000-\$17,000
Senior Merchandiser	5yrs as Senior Merchandiser	F5, Polytechnic Institute graduate	Review pre-production & shipment of samples. Troubleshoot production problems, supervise 6+Merchandisers and Assistant Merchandisers	\$17,000-\$22,000
Merchandising Manager	3yrs+ as Mer. Manager	F7 /Degree	All production scheduling. Supervise a merchandiser team, price negotiation, etc	\$22,000-\$35,000+

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BANKING

Teller	0-2yrs	F5	Handle general bookkeeping duties	\$9,000-\$12,000
Customer Services Officer	1-4yrs	Dip	Handle customers' enquiries	\$10,000-\$18,000
Settlement Clerk	1-3yrs	F5	Assist in performing settlement transactions.	\$10,000-\$18,000
Sales/Dealer Assistant	2-4 yrs	F7 / University Degree	Provide sales & dealing support for Sales Staff/Dealers	\$18,000-\$22,000
Bills Checker	3-5 yrs	F5	Handle bill checking	\$12,000-18,000
Settlement Officer /Asst Manager	3-8yrs	F5/University Degree	Perform settlement transactions for products of FX/MM/equities/derivatives and carry out supervisory duties	\$20,000-\$30,000
Credit/Loan Admin Officer / Asst Manager	3-8yrs	Dip/Deg	Obtain data for credit reviews, prepare utilisation and compile excess & overdue reports . Perform supervisory duties	\$18,000-\$25,000
Credit Card /Loan Call Center Manager	5+	University Degree	Manager telemarketing and sales teams. Provides staff training and monitor performance. Develop enhanced sales techniques and marketing programmes.	\$25,000-\$35,000
Dealer	2-4yrs	University Degree + SFC dealer rep	Execute trading or corporate dealing in FX/MM or treasury products	\$20,000-\$35,000

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BANKING

Credit/Risk Analyst	3-5yrs	University Degree/MBA	Perform credit reviews and prepare credit assessments on commercial loans, SMEs/second tier/top tier corporate;personal/mortgage/syndication/problem loans	\$25,000-\$40,000
Relationship Manager	3-5yrs	University Degree/MBA	Relationship building with existing customers and cultivation of new business opportunities in the commercial/retail banking industry. Perform credit reviews and prepare credit assessments when required	\$25,000-\$45,000
Trust Manager	5+yrs	University Degree /Qualified Accountant	Oversee a marketing team to develop trust services with clients. Advise new & existing customers on general trust matters	\$35,000-\$50,000
Bills Supervisor	8+yrs	F5	Oversee day-to-day import & export billing operations	\$18,000-\$25,000
Credit Admin/Loan Admin Manager	5-8yrs	Dip/Deg	Oversee the operations of the Department and supervise a team of subordinates	\$25,000-\$35,000
Settlement Manager	8-10 yrs	F7 / University Degree	Oversee the operations of the Department or the Team	\$30,000-\$40,000
Operations Manager	10yrs	University Degree	Oversee the operations of the Settlement, Billing and Remittance activities	\$35,000-\$45,000
Risk Manager (VP Level)	10yrs	Master	Responsible for overall Market Risk management including developing market risk strategies	\$60,000-\$70,000

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TRADING

Shipping Clerk	1-3yrs	F5	Knowledge of I/E documents. Handle full set shipping and banking documents	\$9,000-\$12,000
Shipping Supervisor	4-6yrs	F7/Dip	Handle full set I/E, shipping and banking documents. Open L/C's bills of exchange, supervise procedure by clerks	\$14,000-\$18,000
Shipping Manager	7yrs	F7/Dip	Supervise and control shipping department	\$18,000-\$30,000
Logistics Manager	Min 5yrs managerial grade	Diploma/University Degree	Supervise logistics functions	\$20,000-\$35,000+

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LEGAL

Legal Secretary	1-2yrs	F5+FST	Local firm, legal document experience	\$8,500-\$11,000
Legal Secretary	2-6yrs	F5+FST	Local firm, audio typing, independent correspondence, Chinese WP knowledge	\$10,00-\$20,000
Legal Secretary	3-6yrs	F5+FST, Diploma in legal studies	Int'l firm, audio typing, independent correspondence	\$22,00-\$35,000+
Search Clerk	1-2yrs	F5	Company search, registration	\$7,000-\$10,000
Conveyancing/ Litigation Clerk	2-10yrs	F5	Drafting documents, client liaison, independent correspondence, stamping/registration	\$9,500-\$25,000
Paralegal	0-2yrs	Tertiary Education	Int'l firm, to assist solicitors in handling legal, admin matters, general research	\$12,000-\$20,000
Paralegal	3+yrs	Tertiary Education	Int'l firm, case management, trial preparation, drafting of documents, supervision of junior support staff	\$20,000-\$35,000+
Compliance Officer	3+yrs	Tertiary Education	Foreign investment bank, audit/compliance experience, good command of English	\$25,000+
Articled Clerk		LLB Holder	Int'l firm, assist solicitors in handling legal matters	\$20,000+
Translator	1-4yrs	Tertiary Education	Int'l firm, translation of legal documents, edit publications, on law topics, to prepare written summaries (proficiency in written Chinese & English)	\$14,000-\$25,000+
Translator	5+yrs	Tertiary Education	Int'l firm, translation legal documents, edit publications, written summaries, supervision of junior staff (high proficiency in written Chinese & English)	\$28,000-\$35,000+
Co. Secretary Assistant	2-4yrs	ICSA few papers passed	Listed company/professional firm HK/offshore, co secretary experience	\$12,000-\$22,000+
Co. Secretary /Legal Officer	5+yrs	ICSA qualified	Int'l firm, supervise company secretary assistants, management of daily operation of corporate department, familiar with listing rules	\$25,000-\$35,000+

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INFORMATION TECHNOLOGY

Computer Operator/Data Entry	0-2yrs	F5 +Cert/Dip	Inputting data into computer and system. Computer studies -AS4000 operation, maintenance, report printing	\$7,000-\$12,000
Senior Operator/ Supervisor	2-8yrs	F5 +Cert/Dip	Inputting data into computer system & supervising junior operator	\$13,000-\$20,000
Programmer/Technical Engineer	0-2yrs	Cert/Dip in Computer Science	Program development and maintenance / system and network administration *	\$12,000-\$17,000
Analyst Programmer/System Admin/DS Admin	2-4yrs	Dip/Deg in Computer Science	Program development, system design, user training and support *	\$15,000-\$25,000
System Analyst/Asst Project Manager /Business Analyst/Consultant	3-5yrs	Dip/Deg in Computer Science	Project management, System design/development, training, co-ordinate or supervise a team *	\$25,000-\$40,000
EDP Manager/Project Manager/MIS Manager	5+yrs	Deg/Master Deg in Computer Science	Supervise and co-ordinate department/ project, system design and training, Responsible for functional specification & documentations *	\$35,000-\$45,000+
Web Editor/Chief Editor	1-5yrs	Deg in Journalism/English /Chinese Language	Editing, managing, developing web content	\$10,000-\$25,000+
Technical Support /Presales/Consultant	3-5yrs	Deg in Computer Science	Presales support, technical support, proposal writing, consultancy and application implementation	\$25,000-\$45,000

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ENGINEERING

Technician/Asst. Engineer	0-2yrs	F5/T.I graduate	Data collection & supervise workers	\$8,000-\$12,000
Engineer	2-5yrs	University/ Polytechnic graduate	Supervise 2-3 Asst. Engineers, design and follow up entire production process, schedule planning, cost technical advice	\$14,000-\$25,000
Senior Engineer	5-8yrs	University/ Polytechnic graduate	Supervise 6+ engineers and Assistant Engineers, review production and quality system, trouble shooting on all production problems	\$25,000-\$35,000+
Engineering Manager	8-10yrs	University/ Polytechnic graduate	Supervise 10+Engineer and co-ordinate entire engineering department, review production system periodically, price negotiation with vendors	\$40,000-\$55,000
Sales Engineer	2-5yrs	University/ Polytechnic graduate	Sales +Engineer of Products	\$15,000-\$20,000
Senior Engineering Manager	10-15yrs	University/ Polytechnic	Manager the Engineering team and be responsible for Design & Production system along with Project Management	\$50,000-\$60,000

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LOGISTICS

Sales Coordinator /Administrator	2-3yrs	F.7/ Higher Diploma	Order processing, handle shipping documents, L/C, I/E, coordinate between production, warehouse and clients	\$12,000-\$18,000
Customer Service Rep/Officer	3yrs	Deg holder	Handle local and overseas enquiries, coordinate with client and internal department	\$13,000-\$20,000
Warehouse Supervisor	5-8yrs	F5	Oversee daily operation of the warehouse, supervise a team, maintain an accurate inventory balance and effective, manpower allocations, monitor system and provide training to new staff	\$18,000-\$25,000
Warehouse & Distribution Manager	10yrs	University/ Polytechnic graduate	Manage team of customer service, warehouse function, logistic and distribution operation. Manage warehouse facilities and distribution capacity to be cost effective	\$25,000-\$35,000
Material Planner	3-5yrs	University graduate	Order processing, shipment arrangement, stock allocation and inventory management, Act as a coordinator to deal with vendors, customer service, salesmen and customer	\$14,000-\$20,000
Supply Chain Officer	3-5yrs	University graduate	Managing logistics process upon receiving the purchase order to product deliver. Coordinate with overseas counterparts, suppliers and forwarders to ensure product delivery and service	\$15,000-\$22,000
Inventory Controller /Supervisor	3-8yrs	University graduate	Minimise risk of inventory investment while providing target service level. Develop reports and tools for stock replenishment	\$18,000-\$25,000
Operations Manager	5-8yrs	Degree/Diploma in Logistics	Work out procedures and policies, carry out operational review, project implementation, manage inventory database, coordinate with different level of people and supervise staff	\$22,000-\$28,000
Senior Sales Executive	5-8yrs	Degree in Transport/Logistics	Meet with local shippers, vendors and overseas visitors and maintaining relationship with existing clients, develop alternative air/sea/land service products and promote such marketing plan, develop logistics solution presentations for customers	\$25,000-\$35,000
Warehouse & Distribution Manager	10yrs	University/ Polytechnic graduate	Manage team of customer service, warehouse function, logistic and distribution operation, Manage warehouse facilities and distribution capacity to be cost effective	\$25,000-\$35,000
Director Purchasing	15yrs	University	Manage the regional purchasing team and head the IPO for the organisation	\$65,000-\$1M

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INSURANCE

Claims Clerk/Underwriting Assistant	1-2yrs	F5-F7	Answer telephone enquiries, follow up document, clerical duties	\$8,000-\$10,000
Claims Officer/Claims Administrator	2-4yrs	F7 + University Degree	Handle enquiries & claim case assessment	\$12,000-\$15,000
Underwriter	3-5yrs	F7 + University Degree	To underwrite applications, answer inquiries from both agent and client, correspondence	\$30,000-\$45,000
Trainee /Administrator	0-2yrs	F7 + University Degree	Handle customer's enquiries, follow up policy administration document	\$9,000-\$12,000
Customer Service Administrator/Officer	2-5yrs	F7 + University Degree	Handle customer's enquiries, follow up policy administration document, able to work independently	\$12,000-\$17,000
Executive/Senior Executive	3-7yrs	F7 + University Degree With ACII/AAll qualification	Responsible for underwriting, marketing and servicing of commercial business, business development	\$25,000-\$40,000
Actuary	4-5yrs	Deg in Actuarial Science	Responsible for design insurance plans, determine the pricing/premium, monitor the profitability, product positioning ect.	\$40,000-\$65,000+
Business Development Manager	3-5yrs exp	U Grad	Responsible for business development, selling insurance/financial products, supervise team	\$35,000-\$45,000+
Claims Manager	5-6yrs	F7/Deg	Responsible for Handling claims assessment and payout, supervise team, customer liaison etc	\$35,000+