

ROBERT WALTERS HUMAN RESOURCES & BUSINESS SUPPORT MARKET UPDATE QUARTER ONE 2009

MARKET UPDATE

The human resources and business support recruitment market continues to be slow, marked by low turnover and a general lack of jobs. Recruitment tends to be for junior or mid level candidates with senior roles showing a recent trend of moving to contract or temporary basis. For secretarial and administration positions, there is a reluctance for experienced candidates who are currently in jobs to look for new opportunities, however we have seen a recent influx of candidates with less than six years experience who have recently been made redundant. Where candidates are immediately available they are generally open to take a cut in salary of 15 to 20% and as a result offers to these candidates have reflected this. For HR however, there does appear to be a stronger tendency for candidates in jobs to look for new opportunities citing job uncertainty as the major factor prompting them to come into the market.

Consequently, there is an increase in availability of talented HR professionals in the market, however, there remains limited opportunities available. Candidates generally are reacting to the new conditions in the market by becoming a lot more flexible in terms not only in salary, but also to industry, job scope as well as both temporary or permanent opportunities.

In terms of positions, the majority of demand in the banking and finance sector is for generalists, while in the industry and commerce, there is an equal spread of vacancies across compensation & benefits, training, organisational development, payroll and generalists. The demand for personal assistants and executive secretaries is low for both finance and commerce. However, there is a modest demand for legal secretaries and translators in the professional services industries. The recruitment process for human resources and business support roles remains very volatile, either being put on hold or withdrawn as companies react to the changing economic environment. As a consequence, candidates are being asked to wait, often indefinitely, until the headquarters confirm or withdraw the headcount, making management of candidate's expectation increasingly difficult.

Deepen recession change our expectations for salaries from an increase of between 2 to 3% for 2009 to either flat or a slight reduction.

SALARY SURVEY HUMAN RESOURCES & BUSINESS SUPPORT

Role	2009 Salary \$HK	
	Contract (6 – 10 yrs' exp) Rate Per Month	Permanent (6 – 10 yrs' exp) Rate Per Annum
Banking & Financial Services		
HR Generalist	\$45 – 70k	\$600 – 900k
Commerce & Industry		
HR Generalist	\$45 – 65k	\$600 – 850k
Compensation & Benefits	\$45 – 65k	\$600 – 800k
Organisational Development	\$45 – 65k	\$600 – 850k
Training & Development	\$40 – 60k	\$500 – 800k
Translator	\$45 – 57k	\$600 – 720k
Payroll	\$40 – 55k	\$500 – 700k
Legal Secretary	\$25 – 33k	\$360 – 420k

NB: Figures are basic salaries exclusive of benefits/bonuses unless otherwise specified.

CONTACT US

To discuss the human resources and business support market or your general recruitment needs, please contact:

Vincent Romano Manager

+852 2103 5336
vincent.romano@robertwalters.com.hk

Genevieve Wong Senior Consultant

+852 2103 5360
genevieve.wong@robertwalters.com.hk

Cecilia Yeung Senior Consultant

+852 2103 5373
cecilia.yeung@robertwalters.com.hk

INTRODUCING CARLY ADAMS ? CONSULTANT, ROBERT WALTERS CONTRACT DIVISION

After graduating in the UK, Carly worked for three years with an international recruitment agency where she specialised in the recruitment for secretarial, legal and back office staff on a contract and permanent basis. She mainly worked with blue chip multinational clients in the legal, accounting, HR, consulting, PR/ advertising, media and entertaining sectors. Since joining Robert Walters in June 2008, Carly is now handling the contract recruitment for HR, business support and finance and has successfully placed candidates in these fields.

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HOT HR & BUSINESS SUPPORT CANDIDATES

A selection of our immediately available HR and business support professionals is included below. If you would like to discuss these candidates further, please contact **Vincent Romano** on **+852 2103 5336** or **Genevieve Wong** on **+852 2103 5360** or **Cecilia Yeung** on **+852 2103 5373**.

COMPENSATION MANAGER

\$600,000

This well presented candidate has good communication skills, recently left an investment bank, where he was in a regional compensation role managing all compensation matters. Was previously with a global consulting firm where he first joined as a data analyst in Europe and has since moved to Hong Kong in a managerial role looking after the Total Rewards Survey. This foreign professional will require a visa and is open to both permanent and temporary positions.

EXECUTIVE ASSISTANT

\$540,000

This professional Executive Assistant has eight years' experience in the banking and finance industry, assisting CEO and Chairman level executives, as well as supporting both expats and foreign executives. She speaks excellent English, Cantonese and Mandarin with strong Chinese and English typing skills. She is open to both temporary and permanent positions.

HR GENERALIST

\$540,000

A superb candidate who has fast-tracked her career up the corporate ladder to manager level. Has a positive, can-do candidate with a professional work ethic and good communication skills and experience across all functions of HR. She is comfortable with C&B and is quite a heavy-weight candidate in terms of professionalism and dedication to the role and company at hand. Currently at a leading multi-brand retailer, with one month notice period.

TRAINER

\$420,000

This enthusiastic and personable trilingual candidate has good communication skills. Previously employed at a leading retailer with a particular focus on extensive customer service training and orientation. Has previous experience as an HR Generalist, recruitment (including graduate recruitment), and global mobility. She is an impressive candidate that will perform well in interviews and is open to both temporary and permanent positions.

FINDING IT HARD TO SOURCE CONTRACT PROFESSIONALS FOR YOUR BUSINESS REQUIREMENTS?

WE HAVE THE ANSWERS FOR YOU.

In response to volatile market conditions and stringent cost control initiatives, contracting has become a popular staffing solution in Hong Kong. This is part of an overall resourcing strategy by multinationals to employ a flexible talent workforce. At Robert Walters, we have a large selection of high calibre candidates who are immediately available for HR and business support contract assignments.

For more information or to discuss your temporary recruitment challenges, please contact **Carly Adams** at **+852 2103 5361** or **carly.adams@robertwalters.com.hk**

Robert Walters is a leading, international recruitment consultancy placing high calibre professionals into permanent, contract and temporary positions at all levels of seniority. In Hong Kong we specialise in the accounting, banking & finance, business support, human resources, information technology, sales & marketing, supply chain, logistics & procurement sectors. With a developed network of offices spanning five continents, we work with leading financial institutions, multinational corporations, smaller enterprises, business start ups and the public sector.

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