

HONG KONG

Due to an increase in client demand in Human Resources & Support functions, Aquis Search extended its remit and offering in 2014 to offer services to this growing gap in the market. We are pleased to report that what we are seeing is a market with continuous movement and activity.

PARALEGAL

There has been particular activity in the Private Practice, Paralegal space in Hong Kong. This movement has been seen in both the US and UK law firms who seek continued support for their fee earners and Partners.

Corporate Paralegals are especially sought after to offer assistance with work on Mergers & Acquisitions in China and other cross-border deals, as growth in the region continues to strengthen. However, candidates with corporate IPO experience are rare in the market. We also expect to see a demand for Intellectual Property (IP) Paralegals, particularly in brand protection as companies continue to expand into China, developing the need for anti-counterfeiting and verification work.

The above mentioned shortages in quality candidates are likely to cause an increase in salaries due to competitive advantage in the market. In order to obtain the top candidates, employers should expect to increase their remuneration packages.

For the year of 2015, we expect to see a steady upturn in activity and movement especially towards the second and third quarter of the year.

SUPPORT STAFF

Support staff provide the backbone to all businesses. Positions such as Office Administration, Legal Secretaries and Business Development have increased in importance as many businesses look to meet growing client demands. For the past year, due to greater competition and retention in the legal industry, we saw an increased number of Legal Secretaries obtaining legal qualifications to stay ahead of the market. Business Development has increased in headcount due to increased market activity, especially from China. As organisations look to ensure they are hiring the right fit, most interview processes for many levels of support staff are lasting longer with three or four stages of interviews.

HUMAN RESOURCES

Human Resources professionals who specialise in Compensation & Benefits, Learning & Development and Talent Acquisition continue to be in high demand across all industries. There was substantial increase in demand for experienced Generalist HR professionals during the last two quarters of 2014, which is expected to continue into 2015. Candidates with China or regional exposure who possess English and Chinese language skills are particularly valued as organizations continue to expand to the PRC.

In Financial Services and the Legal sector, employers seek HR who can strategically develop merely operational and administrative responsibilities to more business aligned function. Contract roles are likely to increase within many areas in 2015 as some companies struggle to secure permanent headcount. Organisations are likely to offer year-end bonuses ranging from one to two months of base salary depending on individual and company performance. Salary increment should remain in line with 2014.

SALARY SCALES

Human Resources Professionals:

	Years of Experience	Annual Salary (HKD)
HR Officer/ Assistant	1 - 4	192K - 300K
HR Associate/ Assistant HR Manager	5 - 8	336K - 420K
HR Manager/ HR Business Partner	9 - 12	456K - 1.2m
HR Director/ Head	12+	1.2m+
Learning & Development Officer	1 - 3	240K - 336K
Learning & Development Manager	4 - 6	360K - 696K
Compensation and Benefits Specialist	1 - 5	300K - 384K
Compensation and Benefits Manager	6 - 10	480K - 768K

Legal - Private Practice

	Years of Experience	Annual Salary (HKD)
Junior Paralegal	1 - 3	180K - 360K
Paralegal	4 - 6	420K - 540K
Senior Paralegal	6+	540K+

Business Development/Marketing

	Years of Experience	Annual Salary (HKD)
BD Executive/Coordinator	1 - 3	192K - 276K
BD Senior Executive/Coordinator	4 - 5	300K - 420K
BD Manager	6 - 8	480K - 744K
BD Senior Manager	9 - 12	780K - 900K
Head of BD	13+	960K - 1.4m

Company Secretary

	Years of Experience	Annual Salary (HKD)
Company Secretarial Assistant	1 - 2	180K - 300K
Company Secretarial Officer	3 - 5	240K - 480K
Senior Company Secretarial Officer	6 - 8	456K - 672K
Deputy Company Secretary	9 - 11	588K - 984K
Company Secretary	12+	780K - 1.4m

Legal Secretary

	Years of Experience	Annual Salary (HKD)
Legal Secretary	1 - 4	168K - 336K
Senior Legal Secretary	5+	396K+

CONTACTS



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Mischa is a Consultant with Aquis Search in Hong Kong specialising in the recruitment of Human Resources & Corporate Services in the Asia Pacific region. She has a diverse portfolio, using her expertise to place candidates at all levels within Human Resources, Business Development, Marketing, Paralegal, Executive Secretary and Company Secretarial space. Mischa's client base spans across a myriad of industries including Commerce, Financial Services and Private Practice Law Firms.

She started her recruitment career within the Risk & Compliance team covering the Retail, Corporate, Investment Banking industries including Brokerage, Securities and Asset Management.

Prior to joining Aquis, she was a Research Assistant for a food and beverage company in South Africa.

Mischa obtained her undergraduate degree and post-graduate degree in Value & Policy Studies and went on to complete her Masters degree in Decision Making and Knowledge Dynamics all at the University of Stellenbosch in South Africa.



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Dawn is a Consultant covering Human Resources & Corporate Services solutions to the Corporate, Legal and Financial markets across Asia Pacific. Based out of the Hong Kong office she is responsible for developing and managing relationships with HR professionals at all levels as well as identifying quality talents for Human Resources, Company Secretarial, Business Development / Marketing in Practice, Finance & Accounting in Practice, Paralegals, Legal Secretaries / Secretarial Support within Private Practice, Financial Services, and Commerce.

Prior to joining Aquis Search, Dawn worked as a researcher at the Netherlands Trade & Investment Office in Taiwan and with a leading technology company as a manager in the Asia Business Development Department where she delivered quality service to her clients.

Dawn holds a Bachelor Degree in French and a Master Degree in European Studies from Tamkang University in Taiwan.

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Kelly is a Consultant in the Human Resources & Corporate Services team, and works with Business Development, Company Secretarial, Executive Secretary, Human Resources, Marketing and Paralegal personnel at all levels. Her strength lies in identifying and recruiting talent across multiple industries, including Commerce, Financial Services and Legal Private Practice. Kelly was previously a Resourcer with a recruitment firm focused on the construction industry. Prior to relocating to Hong Kong, she began her career as a co-coordinator of low-rise residential construction projects with a Canadian land developer.

Kelly was born and raised in Canada, and completed her education in Hong Kong. She holds a Bachelor of Science in Human Biology from the Chinese University of Hong Kong. She speaks fluent English, Cantonese and Mandarin.

About Aquis Search

Aquis Search is a regional leader for Corporate Governance and Control functions recruitment covering roles in Finance, Human Resources & Corporate Services, Legal, Risk and Compliance. We operate from offices in Beijing, Hong Kong, Mumbai, Shanghai and Singapore handling search assignments in numerous Asian countries.

Our clients are members of a global network of prestigious Financial Institutions, leading UK & US Law Firms and many of the largest companies within the Fortune 500. Professional integrity is the key value on which our client relationships are built and the majority of our business is the result of personal referral. This is testament to the high level of professionalism for which we are known.

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