



# 招聘貼士 Recruitment Tips

1. 請按真正需要設定職位空缺的語文能力要求，採納較寬鬆的要求可吸引更多求職人士，包括少數族裔人士，申請你的空缺，這有助你更快找到合適人選。
  2. 如你有需要招聘新員工，歡迎與勞工處聯絡或瀏覽「互動就業服務」網站 ([www.jobs.gov.hk](http://www.jobs.gov.hk))。
  3. 當向勞工處提交空缺資料時，請考慮在職位空缺登記表格上註明「歡迎少數族裔人士申請職位空缺」。
1. Please devise the language requirements of your job vacancies in accordance with the genuine need. Adopting a more relaxed requirement can open up your vacancy to a larger pool of job seekers, including the ethnic minorities and help you find the right candidate more speedily.
  2. You are welcome to contact Labour Department or visit the website of Interactive Employment Service ([www.jobs.gov.hk](http://www.jobs.gov.hk)) if you wish to recruit new staff.
  3. When you submit vacancy information to Labour Department, please consider indicating "Ethnic minorities are welcome for the post" on the Vacancy Order Form.

## 勞工處各就業中心 及行業性招聘中心的電話 Enquiry Telephone Numbers of Job Centres and Recruitment Centres

金鐘就業中心 Admiralty Job Centre	2591 1318
北角就業中心 North Point Job Centre	2114 6868
東九龍就業中心 Kowloon East Job Centre	2338 9787
西九龍就業中心 Kowloon West Job Centre	2150 6397
觀塘就業中心 Kwun Tong Job Centre	2342 0486
沙田就業中心 Shatin Job Centre	2158 5553
上水就業中心 Sheung Shui Job Centre	3692 4532
荃灣就業中心 Tsuen Wan Job Centre	2417 6197
新界西就業中心 New Territories West Job Centre	2463 9967
東涌就業中心 Tung Chung Job Centre	3428 2943
飲食業招聘中心 Recruitment Centre for the Catering Industry	3847 7606
零售業招聘中心 Recruitment Centre for the Retail Industry	3847 7616
建造業招聘中心 Construction Industry Recruitment Centre	3428 3303

互動就業服務網址 Interactive Employment Service website  
<https://www.jobs.gov.hk>

職位空缺處理中心 Job Vacancy Processing Centre  
熱線電話 Service Hotline: **2503 3377**  
傳真號碼 Fax Number: **2566 3331**



# 支持聘用 少數族裔人士 Support the Employment of Ethnic Minorities

# 你需要招聘僱員嗎？

## Do you have recruitment needs?

香港有不少合法受僱的少數族裔人士，和其他本港市民一樣，可以在各行各業的不同崗位，為僱主及香港經濟作出貢獻。如僱主能以開放的態度聘請少數族裔人士，一方面給予他們就業機會，同時亦能解決人手短缺的問題，締造勞資雙贏。

There are quite a number of ethnic minorities lawfully employable in Hong Kong. Like other local citizens, ethnic minorities can perform jobs in various industries and contribute to their enterprises as well as the economic development of Hong Kong. If employers can hire ethnic minorities with an open mind, it will create a win-win situation. Not only does it give ethnic minorities job opportunities, it also helps employers to solve the problem of manpower shortage.

## 僱主及少數族裔員工心聲

### Words from employers and ethnic minority employees

#### 長者安居協會

(Senior Citizen Home Safety Association)

以少數族裔語言提供服務可以帶給使用者一份親切感，有助僱主推廣業務到少數族裔社群。

Serving in ethnic minority languages brings cordiality and helps employers to promote their business to the ethnic minority community.

#### Ali

呼援及關懷服務員  
Call & Care Service  
Executive

如僱主提供適當的培訓，少數族裔人士可以勝任不同種類的工作。

When employers provide appropriate training, ethnic minorities can handle different kinds of work.



#### BreadTalk Concept Hong Kong Limited

即使少數族裔員工在求職時不諳中文，但大部分在上班後也會努力學習一些基本中文用語，亦能以英語及身體語言交流。

Though ethnic minority employees may not be conversant with Chinese at the time of appointment, most of them try hard to learn some basic Chinese expressions after taking up their job and can communicate with locals with the aid of English and body language.

#### Gill

資深店務員  
Senior Shop  
Assistant

我會以店長職位為未來目標，以良好的工作表現來證明自己的能力。

I will work towards the goal of getting promoted to shop manager and prove my ability with good performance.

#### 雅潔洗衣有限公司

(Vogue Laundry Service Limited)

少數族裔員工在工作上的適應能力，和本地職員並沒有分別。

Ethnic minority employees and local staff have no difference in adaptability at workplace.

#### Judy

制服房客戶服務員  
Customer Service Officer -  
Uniform Depot

我負責制服的分發工作，需要以廣東話溝通。我會多看本地電視節目，以增強自己的語文能力。

I am responsible for uniform delivery and need to communicate with people in Cantonese. To enhance my language proficiency, I watch local TV shows more often.

#### 大快活有限公司 (Fairwood Limited)

僱主多吸納不同背景及種族人士為員工，可以使公司的業務發展空間更廣闊。

Employers recruiting staff of diversified backgrounds and races can expand its business development.

#### Kaur

分店二廚暨跨  
文化溝通大使  
Second Cook/  
Ethnic Minority  
Ambassador

加強僱傭雙方的溝通，少數族裔員工可以很快融入工作環境。

Strengthening communication between employers and employees can integrate the ethnic minority employees into the work environment fast.

#### LA BIOTHETIQUE COIFFURE BEAUTE

少數族裔員工普遍對工作投入，以期獲得僱主的認同。

Ethnic minority employees are generally dedicated to their work to gain recognition from employers.

#### Saira

頭部按摩師  
Head Massager

我很感謝公司委派一位師傅耐心教導我，令我能在短時間內適應工作環境。

I am grateful to the company for assigning a senior colleague as my mentor. He has coached and guided me patiently so that I could adapt to the work environment within a short period of time.

#### 翠華餐廳

(Tsui Wah Restuarant)

公司在招聘人手時，最重視求職人士的工作心態，種族並非考慮因素。

We focus on job seekers' attitude rather than their ethnicities when recruiting staff.

#### Pitam

高級侍應生  
Senior Waitress

我熱愛工作，十分樂意去接受不同崗位的挑戰。

I love my work and am willing to embrace challenges of different job positions.