

Assistant Human Resources Manager (Ref: 24001028) Human Resources Office

The successful appointee will be responsible for a full spectrum of human resources services to the Faculties / Departments / Offices / Centres, including recruitment, benefits administration, performance appraisal, contract renewal, and maintenance of the HR management system. S/He will also provide support in formulating/reviewing human resources policies and procedures in the responsible subject areas; perform other related duties such as compiling management information reports and statistics, maintaining staff records / filing system, and general office administration.

Applicants should have a recognized degree with several years of working experience in human resources management or related fields in sizable organizations. They should also have excellent interpersonal and communication skills; be proficient in both English and Chinese (including Putonghua) and literate in computer applications such as MS Word, Excel and PowerPoint.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract, with the possibility of renewal subject to satisfactory performance and mutual agreement. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Human Resources Officer (equivalent rank of Executive Officer II) in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 30 September 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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