

Human Resources Officer / Assistant Human Resources Officer (Ref: 2401018) Human Resources Office

The appointee will be responsible for some or all of the following: (a) providing human resources services to Faculties / Departments / Offices / Centres which include appointment and re-appointment, benefit administration, training and development, performance appraisal, staff records and system maintenance; (b) providing administrative and clerical support to supervisors in formulating/reviewing human resources policies and procedures in the responsible subject areas; (c) benefit administration; (d) compilation of management information reports and statistics; (e) staff records and system maintenance; and (f) performing other duties such as maintenance of filing system, handling enquiries, and general office administration.

Applicants for the post of Human Resources Officer should have a recognized degree, preferably in Business Administration or Human Resources Management. Applications for the post of Assistant Human Resources Officer should have Level 2 or equivalent or above in 5 subjects including Chinese Language, English Language and Mathematics in the HKDSE; or Grade E (level 2) or above in 5 subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent.

Applicants should demonstrate the ability to work independently and in a team. They should have good interpersonal and communication skills; be proficient in both English and Chinese (including Putonghua), be literate in computer applications such as MS Word, Excel and PowerPoint; be self-motivated, independent and service-oriented. Relevant working experience in human resources management, secretarial and administrative work in sizable organizations will be an advantage.

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 Assistant / Clerk 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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