

## **Human Resources Officer (Ref: 2500205)**

### **Human Resources Office**

The appointee will be responsible for a wide range of human resources functions: (a) assisting in the organization of training and staff engagement activities or other staff events; (b) participating in various HR projects and new initiatives; (c) providing human resources services to Faculties / Academies / Departments / Offices / Centres which include appointment and re-appointment, benefit administration and performance appraisal; (d) providing administrative and clerical support to supervisors in formulating/reviewing human resources policies and procedures in the responsible subject areas; (e) staff records and filing system maintenance; (f) compilation of management information reports and statistics; and (g) performing other tasks such as handling enquiries, receptionist duties and general office administration.

Applicants should have a recognized degree, preferably in Business Administration or Human Resources Management. They 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, PowerPoint, Photoshop and Canva; 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.

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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. 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 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 7 March 2025, 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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