

Human Resources Officer (Ref: 2500229)

Human Resources Office

The appointee will be responsible for providing dedicated support to the Account Manager(s) in delivering human resources services to Academies / Departments / Offices / Centres. Key responsibilities include: a) assisting the Account Manager(s) with recruitment and selection, appointment, performance assessment, re-appointment and separation processes, ensuring all procedures are followed accurately and efficiently.; b) providing administrative and clerical support to the Account Manager(s) in communicating and implementing human resources policies and procedures; c) administering employee benefits and ensuring their accurate and timely processing; d) assisting in providing information for compiling reports and statistics, maintaining staff records, data inputs, and ensuring the integrity of the HR system; and e) performing other duties such as maintaining the filing system, handling enquiries, 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 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. 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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