

Human Resources Assistant (Ref: 2100129)

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; and (c) performing other duties such as compilation of management information reports and statistics, maintenance of filing system, and general office administration.

Applicants should have a recognized degree, preferably in English or Translation. Relevant working experience in human resources management, training and development, secretarial and administrative work in sizable organizations will be an advantage. They should also have good interpersonal and communication skills; be proficient in both English and Chinese (including Putonghua) and literate in computer applications such as MS Word, Excel, PowerPoint, Access, and web applications.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload (i) a full CV and (ii) a completed [Declaration of Criminal Conviction Record](#) (which is obtainable from <https://www.eduhk.hk/irecruit/view.php?secid=54014>) on or before **29 April 2021**. 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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