

Assistant Human Resources Manager (Ref: 2600824) Human Resources Office

The appointee will be responsible for (a) assisting in the development and implementation of HR policies, projects and initiatives relating to pay, rewards and benefits; (b) administering and reviewing staff benefit schemes (e.g. medical and dental insurance) including vendor liaison, renewal processes and employee communication; (c) compiling management information reports and statistics; (d) ensuring data integrity across all HR systems; and (e) performing other duties as assigned by the supervisor.

Applicants should have a recognized degree with several years of working experience in human resources management or related fields in sizable organizations. They should have strong numerical and analytical skills, with a high degree of attention to detail and the ability to handle sensitive and confidential information with discretion; be proficient in both English and Chinese (including Putonghua) and literate in computer applications such as MS Word, Excel and PowerPoint. Candidates with less experience will be considered for the post of Human Resources Officer.

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 17 September 2026, 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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