

Human Resources Officer (Ref: 2500670)

Human Resources Office

The appointee will be responsible for a wide range of human resources functions: (a) providing assistance in the training, education and promotion of diversity, equity and inclusion (DEI) at workplace; (b) assisting in complaint-handling; (c) providing administrative and clerical support to supervisors in formulating/reviewing human resources policies, guidelines and procedures in the responsible subject areas; (d) providing support in committee work; (e) participating in various HR projects and new initiatives; (f) performing other ad hoc duties as assigned.

Applicants should possess a recognized degree, preferably in Social Science, Business Administration or Human Resources Management. They should have good interpersonal, communication, analytical skills; the ability to work both independently and as part of a team; proficiency in English, with a basic understanding of Hong Kong's anti-discrimination ordinances; good IT skills (e.g. MS Word, Excel, PowerPoint, Photoshop, Canva, etc.); a proactive and positive attitude. Preference may be given to candidates with a good command of Chinese (including Cantonese and Mandarin); and relevant experience in human resources management, DEI, secretarial or administrative roles in sizable organizations.

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 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 8 July 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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