



香港城市大學
City University of Hong Kong

City University of Hong Kong is a dynamic, fast-growing university that is pursuing excellence in research and professional education. As a publicly funded institution, the University is committed to nurturing and developing students' talents and creating applicable knowledge to support social and economic advancement.

Applications are invited for :

Clerical Officer I/II in the Human Resources Office [Ref. C/901/03]

Duties

1. Provide clerical support in various human resources functions (recruitment and administration of fringe benefits) and projects;
2. Perform data input and electronic filing in HR systems;
3. Provide support in staff relations activities;
4. Provide secretarial support to senior staff of the Office, including managing diary, scheduling of meetings, assistance in committee work, preparation of agendas and papers;
5. Undertake any other duties as assigned.

Requirements

5 passes in HKCEE/HKDSEE including English Language, Chinese Language and Mathematics, with at least 2 years' relevant work experience. Good command of both written and spoken English and Chinese (including Putonghua); good computer skills (including MS Office, database and PowerPoint); good communication and interpersonal skills with a customer-servicing mindset; an excellent team player; strong sense of responsibility and attention to details are required. Knowledge of design software would be an advantage.

Candidates with more than 6 years' relevant working experience may be considered for appointment as Clerical Officer I.

Shortlisted candidates will be invited for a written test.

Salary and Conditions of Service

Remuneration package will be highly competitive, commensurate with qualifications and experience. Appointment will be made on a fixed-term contract; fringe benefits include gratuity, leave, medical and dental schemes.

Information and Application

Further information on the posts and the University is available at <http://www.cityu.edu.hk>, or from the Human Resources Office, City University of Hong Kong, Tat Chee Avenue, Kowloon Tong, Hong Kong [Email : hrojob@cityu.edu.hk/Fax : 2788 1154 or 3442 0311].

To apply, please submit an online application at <http://jobs.cityu.edu.hk>. **Applications will receive full consideration until the positions are filled** and only shortlisted applicants will be contacted. The University's privacy policy is available on the homepage.

City University of Hong Kong is an equal opportunity employer. We are committed to the principle of diversity. Personal data provided by applicants will be used for recruitment and other employment-related purposes.

Worldwide recognition ranking #70 (QS 2024), and #4 among top 50 universities under age 50 (QS 2021); #1 in the World's Most International Universities (THE 2024); #1 in Automation & Control/Electrical & Electronic Engineering/Materials Science & Engineering/Metallurgical Engineering/Nanoscience & Nanotechnology and #2 in Telecommunication Engineering in Hong Kong (GRAS 2023); and #39 Business School in the World and #5 in Asia (UT Dallas 2019 to 2023)