



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 in the Human Resources Office (Appointment for 12 months) [Ref. C/R/577/03]

Duties

Provide clerical support to the core human resources functions including appointment and benefits administration; assist in the daily operations such as data input in the Banner Human Resources System and electronic filing in the Document Management System; and perform 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 computer skills (including MS Office, database and PowerPoint); good interpersonal skills with a customer-servicing mindset; strong sense of responsibility and attention to details are required. Immediate availability is preferred.

Shortlisted candidates will be invited for a written test.

Salary and Conditions of Service

Salary offered will be highly competitive, commensurate with qualifications and experience. Fringe benefits include leave, medical and dental consultations at the campus clinic.

Information and Application

Further information on the post 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 position is 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)