

Hong Kong Shue Yan University

Position: Human Resources Assistant/Generalist

We are seeking for a dedicated individual to support our HR team in various administrative tasks.

Major Responsibilities:

- Provide comprehensive administrative support to the HR team, including maintaining employee records, managing HR systems, and processing HR-related documentation.
- Assist in on/off boarding processes, including job postings, candidate screenings, and new hire orientation.
- Maintain and update HR policies and procedures, ensuring compliance with relevant laws and regulations.
- Carry out other ad hoc projects as assigned by Head of HR and supervisor.
- Collaborate with cross-functional teams to support HR projects and initiatives.

Requirements:

- Bachelor Degree/Diploma in Human Resources Management will be an advantage or a related field.
- 1-2 years of HR work experience is an advantage.
- Ability to handle confidential information with discretion and maintain a high level of professionalism.
- Good command of MS Word, Excel and PowerPoint.
- Fluent Cantonese. Proficiency in English and Mandarin.
- Salary will be commensurate with qualification and experience.

Applicants should send a completed application form, together with a cover letter and a curriculum vitae (CV) to Human Resources at hr_recruit@hksyu.edu

Application form can be downloaded at:

<https://www.hksyu.edu/download/Application%20Form%20for%20nonAcademic%20Positions.doc>

Closing Date: Until position is filled.

Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purposes. All applications will be destroyed after the recruitment process.