

HONG KONG SHUE YAN UNIVERSITY

Position: Human Resources Generalist

The appointee will be required to provide general operational support to the Human Resources Unit.

Major Responsibilities:

- Maintain and record all Personnel information into the HRM system
- Prepare documentation concerning employment On/Off boarding
- Assist in preparing monthly Payroll report and MPF enrolment
- Assist in the Yearly Performance Review processing
- Collate information to help develop the Leave Policy & Administrative Staff Handbook

Requirements:

- Bachelor's degree or equivalent
- experience in HRM system, in particular BIPO system is an advantage
- good administrative & computer skills
- good command of spoken and written English and Chinese
- strong problem solving and organizational skills, and detail-oriented
- an HR arounder with self-driven and people-oriented

Applicants should email Application form, Resume and Cover Letter to Human Resources Consultant hr@hksyu.edu Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill, North Point, H.K.

Closing Date: Until the post is filled

Application form can be obtained at:

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

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