



香港恒生大學
THE HANG SENG UNIVERSITY
OF HONG KONG



The Hang Seng University of Hong Kong (HSUHK) is a non-profit private liberal-arts-oriented university with five Schools (Business, Communication, Decision Sciences, Humanities and Social Science, and Translation and Foreign Languages) and over 6,000 full-time students. Adopting the unique “Liberal + Professional” education model, HSUHK aims to nurture young talents with critical thinking, innovative minds, caring attitudes, moral values and social responsibility.

Aspiring to be a leading private university in the region, HSUHK features a primary focus on undergraduate education, top-quality faculty members, award-winning green campus facilities, innovative degree programmes, unique residential college system combining living and learning, interactive small class teaching, very close student-teacher relationship, RGC-funded impactful research, and excellent student development/support services. HSUHK is listed the 7th (overall) in the ASEAN+ region, the 1st in the Greater China region, and the 1st in Employability as per the 2023 AppliedHE ASEAN+ private university assessment by the Singapore-based AppliedHE. It is also listed among the top 200 worldwide on “Quality Education” and “Decent Work and Economic Growth” in the Times Higher Education University Impact Rankings 2021.

The University now invites application for the following position:

Human Resources Assistant - Human Resources Office (Ref: HRA (HRO) 2024-05-17)

Responsibilities:

- assist in a wide spectrum of human resources functions including recruitment and benefits administration;
- handle and maintain HR filing system, database and records; and
- prepare and update various HR reports.

Applicants should:

- possess a bachelor’s degree, preferably with 1 year of relevant experience;
- have good command of written and spoken English and Chinese;
- be proficient in MS Office applications and Chinese word processing;
- possess good interpersonal and communication skills;
- have strong sense of responsibility and confidentiality; and
- be self-motivated, a good team player and able to work independently.

Fresh graduates are welcome to apply.

Salary will be commensurate with qualifications and experience. Interested applicant should visit this link <https://recruit.hsu.edu.hk/> and apply on or before **2 June 2024**. The University reserves the right not to fill the position in this exercise.

Applicants who are not invited to an interview within three months may consider their applications unsuccessful. All information received will be treated in strict confidence, and the data collected will be used for recruitment purposes only. The Personal Information Collection Statement will be provided upon request.

The Hang Seng University of Hong Kong is an equal opportunity employer.