



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. R/101/24]

Duties

1. Provide clerical support in various human resources functions (including recruitment, administration of fringe benefits) and projects;
2. Assist in HR systems development, enhancement, testing and migration;
3. Assist in HR data management, data extraction and compilation of reports;
4. Handle enquiries, perform data input and electronic filing in HR systems; and
5. Perform any other duties as assigned.

Requirements

1. 5 passes in HKCEE/HKDSEE including English Language, Chinese Language and Mathematics, with at least 2 years' relevant working experience;
2. Good command of written and spoken English and Chinese (including Putonghua);
3. Excellent computer skills, including office software applications of word processing, spreadsheet, database and presentation tools and web/multimedia applications;
4. Strong sense of responsibility and attention to detail; and
5. Being a good team player with self-motivation, and the ability to work independently under tight schedules are required.
6. Possession of an Associate Degree/Higher Diploma in computer-related studies is 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 : hrojjob@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 #62 (QS 2025) and #80 (THE 2025); #1 in the World's Most International Universities (THE 2024); Young University Rankings #4 (THE 2024); Asia University Rankings #15 (THE 2024) and #10 (QS 2025)