

Job Title: Human Resources Officer/Assistant Human Resources Officer - Human Resources Office

Job ID: JR100666

Job Posting Details

The appointees will support the Human Resources Office by providing a range of administrative and logistic services. Their duties include offering one-stop HR services, handling enquiries, preparing correspondence, managing electronic files and records, supporting projects, liaising with internal and external stakeholders, and coordinating meetings and staff activities. They will also participate in new initiatives and ad hoc projects.

Key Responsibilities: In this role, you will:

- Coordinate HR processes and documents related to appointment, contract management, benefits administration, and other HR matters, ensuring compliance with approved HR policies.
- Maintain accurate, organized and updated documentation for administrative and personnel records.
- Serve as the frontline contact for assigned client groups, providing timely HR support and advice.
- Collaborate with other HR colleagues to support HR initiatives and projects.
- Identify opportunities for operational improvements.
- Provide logistical support for staff events.
- Perform ad-hoc duties as assigned by supervisor.

Requirements:

- *A bachelor's degree, preferably in HR management or related disciplines with relevant experience in human resources administration.*
- *Fresh graduates are also welcome to apply.*
- *Good command of written and spoken English and Chinese, including fluency in Putonghua.*
- *Proficiency in MS Office applications (Word, Excel, PowerPoint).*
- *Strong interpersonal and communication skills, flexible, self-motivated, proactive attitude, able to multi-task while maintaining attention to detail and high level of accuracy.*
- *Strong sense of responsibility and service-oriented mindset.*
- *Ability to work independently and in a team.*
- *Knowledge and/or experience in HR system and data analysis/reporting is an advantage.*

Benefits:

- Starting salary commensurate with qualifications and experience.
- Fringe benefits including annual leave, medical and dental benefits.
- Gratuity payable upon successful completion of contract.

Contract Duration:

- 2 years, renewable.

About HKUST:

The Hong Kong University of Science and Technology (HKUST) is a world-class research university that offers a dynamic and stimulating work environment. With a commitment to excellence in education, research, and innovation, HKUST provides ample opportunities for professional growth and development. The university's vibrant campus life, state-of-the-art facilities, and diverse community make it an ideal place to work. Joining HKUST means being part of a forward-thinking institution that values creativity, collaboration, and a global perspective. If you are looking for a rewarding career in a supportive and innovative environment, HKUST is the place for you.

Application Procedure

In support of a green work environment, we accept applications submitted online only. To apply, please complete an online application form through the HKUST Careers website (https://hkustcareers.ust.hk) and return it online to the Human Resources Office on or before **Tuesday, 6 October 2026.** Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.

(Information provided by applicants will be used for recruitment and other employment-related purposes. Applicants should read the Personal Information Collection Statement before submission of application.)

HKUST is an equal opportunities employer and is committed to our core values of inclusiveness, diversity, and respect.

Human Resources Office

22 Sep 2026