

A-School for Tomorrow

The HKBUAS Wong Kam Fai Secondary and Primary School is a non-profit making co-educational English medium school under the Direct Subsidy Scheme (DSS) which began operations in September 2006. We are a through-train primary and secondary school which places great emphasis on 3 literacies (Chinese, English and IT) and is committed to the tradition and educational belief of the Hong Kong Baptist University in educating the 'whole person'.



We invite qualified candidates to apply for the following post:

Temporary Human Resources Officer (05/2023 – 08/2023)

Major Duties: -

- ◆ Assist the Head of HR Office in all related duties
- ◆ Provide all spectrum of HR services
- ◆ Maintain and handle current HRMS
- ◆ Duties as assigned

Qualified Candidates should be/have: -

- ◆ Degree in human resource management, social science or other relevant disciplines
- ◆ A minimum of 2 years' working experience in human resource field
- ◆ Sound knowledge in Employment Ordinance and other employment-related legislations
- ◆ Strong interpersonal and communication skills in dealing with all levels of staff
- ◆ Good command of both written and spoken English and Chinese
- ◆ Proficiency in PC operations e.g. MS Word, Excel and database
- ◆ Familiar in using FlexSystem HRMS preferred

Please send in your full CV and an application form (download at <http://www.hkbuas.edu.hk>) together with copies of credentials to **The Human Resources Office, 6 On Muk Lane, Shek Mun, Shatin, N.T.** or by email to hr@hkbuas.edu.hk.

(Personal data provided by job applicants will be used for recruitment purposes only)