Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the HR and Recruitment Office (HRO):

HRO Officer (Ref. Code: HRO-B2)

Responsibilities:

1. Update HR records, and maintain electronic HR databases
2. Follow up job recruitment process
3. Develop and maintain records of job applicants
4. Handle the work permit application and renewal for non-Macao employees
5. Prepare HR-related documentation for Macao government departments and/or other NGOs, if needed or requested
6. Undertake HR administration and provide HR support and guidance to staff members
7. Handle issues relating to employee benefits
8. Assist in service agreement preparation
9. Assist in undertaking HR administration and handling HR-related issues

Requirements:

1. Education: Bachelor degree or above, preferably in relevant discipline
2. Work Experience: At least 2 years of administrative work experience; HR-relevant experience is an advantage
3. Good knowledge of Macau labour law
4. Good computer skills, particularly with MS Excel and MS Word
5. Proficient in spoken and written English. Knowledge of Chinese and/or Portuguese required
6. Self-motivated with strong sense of responsibility
7. Able to work independently
8. Strong organizational skills
9. Good communication skills and great team spirit
10. Macao ID card holder

For application:

- Email a motivation letter, CV and the relevant Diplomas as attachments to jobs@usj.edu.mo, addressed to:
The HR & Recruitment Office
University of Saint Joseph
Rua de Londres 16
Macau, CHINA

- State **expected salary** and the **Ref. Code** of the applied position in the motivation letter.
- All submitted documents will not be returned. Personal data provided by applicants will be kept confidential and used for recruitment purpose only.
- Review of applications will continue until the position is filled.