

## 人事助理 / HR

### Job Description :

1. Independently handle recruitment activity, e.g. job posting, screen CV, tel-interview, interview coordination and arrangement, offer preparation etc.
2. Handle staffing issue, e.g. on-board process, exit process.
3. Handle the work permit and residence permit application and renewal of the expatriates.
4. In charge to establish and perfect the training system; develop the training resources, organize carry out the training needs survey and analyze it, make an annual training plan, finish and evaluate it.
5. Other HR tasks may assign by superior and above tasks are involved.

### Qualification:

1. College degree or above.
2. English workable, standard in spoken/ written English, above CET-4.
3. Excellent Computer skills, experienced with MS office
4. Strong presentation and communication skills.
5. Good attitude and willing to learn.
6. Able to work under pressure.
7. At least 2-year work experience in HR function.