

JOB DESCRIPTION

POSITION TITLE: HR & Administration Assistant
DIVISION: Corporate
LOCATION: Shanghai
DATE: April 2019

The main responsibility of HR & Admin. Assistant is to help Support Service Director to make sure daily smooth running of the offices and personnel management.

Reporting to: Director -Support Services China

PRINCIPAL DUTIES & RESPONSIBILITY:**HR:**

- Maintain staff attendance and leave record;
- Support on-boarding & off-boarding process including job posting, campus recruitment, CV screen, interview & assessment, reference check, collecting and filing of employee documents etc.
- Support with staff affairs, e.g. VISA application for aboard projects and Hukou/residency certificate affairs.
- Support company activities & events, e.g. team building, outing, annual party etc.;
- Support with other HR topics, e.g. recruiting/training;
- Assist with employee communication materials design and circulation;
- Coordinate with external HR service vendors.
- Assist regular work in Corporate Department and any other supporting work required by supervisor.

Administration:

- Handle incoming calls professionally, transferring and taking messages upon necessity;
- Welcome visitors/guests initially and transfer to the proper internal parties;
- Take care of express management;
- Manage the use of conference rooms and the maintenance of the company's office 5S;
- Make staff business CARDS printed in compliance with company requirements;
- Responsible for the statistics, declaration and settlement of the company's administrative expenses;
- Coordinate logistic arrangement such as booking flight/train tickets, hotels and ground transportation etc.
- Coordinate with office paper work including faxing, scanning and copying documents etc.
- Deal with office supply (stationary, foods, drinks etc.) and equipment maintenance.

REQUIRED EDUCATION AND EXPERIENCE:

- Excellent communication skills, as well as strong interpersonal skills, open-minded and reliable, team work spirit
- Good PC skills especially MS Office skills.
- Good command of English
- Quick learner and willing to learn
- Be proactive, good working attitude and understanding

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