

Human Resources

Students & Interns

HR Specialist

Ningbo, China

Education background/working experience Recent graduates with a bachelor's degree in English-related majors, or non-English majors holding an English translation certificate, are preferred.

What you'll do

- Scope of Official Duties
- 1. Oversee attendance tracking for all employees and verify compliance of attendance reports submitted by departments
- 2. Manage the attendance system and electronic attendance records for the headquarters
- 3. Compile, update, and adjust employee rosters
- 4. Update employee information in HRIS, OA, and Onboarding Success Factor systems
- 5. Manage employee benefits, including benefit plan implementation such as annual physicals and group insurance for management
- 5. Plan employee engagement and satisfaction initiatives, implement action plans to enhance workforce dedication
- 6. Manage computer fixed asset budgets, procurement, issuance, inventory, and reporting
- 7. Coordinate, follow up, update, and report on government-related matters; prepare required documentation
- 8. Manage headcount budgeting, recruitment channel oversight, interview evaluations, and hiring approvals
- 9. Collaborate on departmental personnel development and team-building initiatives
- 10. Perform other duties as assigned by management

What we are looking for

- Knowledge and Skills 1. CET-6 or higher English proficiency with strong communication skills; 2. Strong organizational and coordination abilities; 3. Proficient in Excel, Word, and other office software; 4. Proactive, highly responsible, service-oriented, team-oriented, and principled in work.

What we offer

Five social insurances and one housing fund, free shuttle bus, two days off per week, holiday benefits



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