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Job Description

Beijing City International School

北京乐成国际学校 职位说明

TITLE: HR Intern

职位:人力资源实习生

Major responsibilities 主要职责

- 1. Assists HR Manager about documents filing 协助人力资源经理整理文件
- 2. Updates all HR-related data and information system 更新人力资源数据和信息系统
- 3. Helps other HR colleagues about compensation and benefits 协助其他人力资源同事关于薪资福利工作
- 4. Assist to provide support to expatriate teachers visa application 协助支持外籍教师签证申请工作
- 5. Other tasks assigned by Manager 经理交办的其他工作

Qualifications required 资格要求

- 1.University/college students majoring in English or management 英语或管理专业的大学生
- 2.Excellent communication skills both in Chinese/English 良好的中英文沟通能力(阅读和写作)
- 3.Patient, initiative and good team player 有耐心,积极主动,良好的团队合作精神

4.Computer literacy: Word & Excel

计算机能力: Word 和 Excel

5. Working time: Work three to five days a week, or during the summer vacation

工作时间: 每周工作 3 到 5 天, 或在暑假期间