

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