

Beijing City International School 北京乐成国际学校
No. 77 Baizhuan Nan Er Road, Chaoyang District, Beijing 100022, P.R. China
Tel: +86 10 8771 7171 Fax: +86 10 8771 7778
北京市朝阳区百子湾南二路77号, 100022

 **BCIS** BEIJING CITY INTERNATIONAL SCHOOL
北京乐成国际学校

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Beijing City International School Early Childhood Center 北京乐成国际学校幼儿园
No. 11 Dongbai Street, Chaoyang District, Beijing 100022, P.R. China
Tel: +86 10 6770 0766
北京市朝阳区东柏街11号, 100022

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Job Description

Beijing City International School

北京乐成国际学校

职位说明

TITLE: HR Officer

职位：人力资源专员

QUALIFICATIONS: 任职要求

1. Bachelor degree or above, majoring in Human Resources management or English is preferred
本科以上学历，主修人力资源或英语专业为佳
2. Excellent communication skill both in Chinese and English
优秀的中英双语沟通能力
3. Minimum 3 years in HR function, recruiting and MNC experience preferred
至少三年工作经验，侧重薪酬福利，跨国公司优先考虑
4. Strong analytical skill
具有较强的分析能力
5. Computer literacy, skilled in office software, like word, excel, PPT...
熟练使用办公软件，如 word, excel, PPT 等
6. Able to work in demanding, result oriented and often highly confidential environment.
能在要求高、结果导向并且保密的环境中工作

REPORTS TO: HR Assistant Manager/Supervisor

汇报对象：人力资源助理经理/主管

JOB GOAL: Deal with new hire and exit process, social security related cases, responsible for HR data and

Official seal. Welfare management support for foreign teachers, etc.

工作目标：处理员工入离职、社保公积金相关事宜，维护人力资源各项数据信息，公章使用及外籍教师福利支持等

RESPONSIBILITIES: 岗位职责：

1. HR database updates and maintenance
HR 基础数据更新及维护。
2. Staff original file management
员工原始个人档案管理。
3. E-personal file
员工档案电子化。
4. E-HR System database updates and maintenance

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E-HR 员工信息系统更新及维护。

5. Deal with new hire and exit process, social security and housing fund related cases
员工入离职及社保公积金相关事宜办理。
6. According to school's compensation and benefits policy and procedures, responsible for making contract and renewing employment contracts.
熟悉学校薪酬和福利政策, 负责出具和审阅员工的劳动合同。
7. Issues the employment certification, salary statement for faculty and staff background check.
为教师和员工准备雇佣证明、工资证明、背调证明。
8. Sorts out the census to the medical insurance company for the expatriate teachers and staff.
Provides assistance to the teachers for any questions or problems regarding the medical insurance.
向医疗保险公司提供学校参保人员统计数据。向教师就有关保险的问题给予帮助。
9. Drive the annual performance appraisal policy and process
负责落实年度绩效评估政策和流程
10. Collect and check all departments' performance result
收集和审核各部门的绩效评估结果
11. Staff leave record, tracking and management
员工假期记录, 追踪及管理
12. School Official Seal Usage and Management
学校公章使用及管理
13. Assist in the management of housing, air tickets and other welfare for foreign teachers, and provide support for foreign teachers on board.
协助管理外籍教师的住房、机票等福利, 为外籍教师到岗提供支持
14. Perform any other duties assigned by manager.
领导交付的其它工作。

WORK YEAR and Salary: Salary to be established by Head of School with approval of Board.

工作年限及薪资定级: 工资由校长制定并由董事会批准。

EVALUATION: Performance of this job will be evaluated by the admin staff in accordance with Board Policies and Protocols.

评估: 该职位的表现将按照行政员工绩效评估体系的政策和程序进行评估。

NOTE: The above job description reflects the general requirements necessary to describe principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

备注: 上述岗位职责反映了该岗位的主要功能或职责的总体要求, 并不能被视为对该岗位要求的详细描述。

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Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child protection.

我校遵从国际儿童保护工作组(the International Task Force on Child Protection)的建议，在招聘环节秉承高标准：格外注重候选人对儿童保护的认知。