



Chongqing, Mainland China

HR & Admin Supervisor

responsibility

- Responsible for all-rounded human resources functions including recruitment, termination and vacation, staff compensation & benefit, staff retention, training & development, employee relations, administrative affairs, and other related functions;
- Assist GM in setting up HR system;
- Responsible for recruitment activities from job ad posting to final employment process;
- Responsible for payroll and benefit administration work;
- Responsible for formulating and controlling the labor costs and administrative expenses budget;
- Responsible for the management of the company's administrative affairs and information management.

requirement

- Bachelor's degree or above in administration, human resource management, business administration, medium grade or above professional certificate;
- 5-8 years of relevant work experiences, 3 years of team management experiences, have a complete chain of HR& Admin work experiences, familiar with human resources modules, national labor laws and regulations;
- Understanding the duties and working methods of the secretary of BOD;
- Proficient in using of office software and equipment, be good at writing;
- Good command of English in professional area.

contact

Interested party may send us your resume to chris-xd.chen@suez.com .