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**Job Description – Compensation & Benefits Specialist**

Department: Human Resources Office Report to Director of HR Office

**Position Summary**

* Administers benefits operation for foreign employees.
* Administers social insurance and other benefits operation for Chinese employees.
* Administers regular payroll tabulation, verifying and tax declaration.
* Assists benefits improvement and exploration.
* Assists compensation system improvement.
* Assists other department tasks when demanded.

**Qualification**

Required Qualification

* Master’s degree (or above) from Human Resources or Accounting relative majors.
* Two years (or more) of professional work experience in relative areas.
* Excellent oral and writing English.
* Honest, careful and diligent.

Preferred Qualification

* Relative work experience in foreign company, familiar with compensation and benefits for foreign employees.
* Oversea education background.

**岗位书 – 薪酬福利专员**

部门：人力资源部 汇报：人力资源部主任

**岗位职责：**

1. 负责外方员工的福利操作；
2. 负责中方员工的五险一金等相关手续办理；
3. 负责员工薪资常规性制表、核对、报税工作；
4. 协助改善福利政策，开拓福利项目；
5. 协助改善薪酬体系；
6. 在需要时，协助部门内的其他各项任务。

**聘任条件：**

必备条件

1. 硕士及以上学位，人力资源或财务会计等相关专业；
2. 至少2年相关工作经验；
3. 具备优秀的英语书面及口语表达能力；
4. 坚持原则，廉洁奉公，专心细心。

优先条件

1. 有外企人力资源工作经验者，熟悉外籍人员薪资福利者优先；
2. 有海外留学者优先。