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**Job Description – Human Resources Specialist (For Compensation)**

Department: Human Resources Office

Report to: Director of Human Resource

 **Position Summary**

* Administers HR Management System liaison relationship with technical parties and following up of the development process.
* Administers regular payroll tabulation, verifying and declaration.
* Administers employees’ social insurance and other benefits operation and management.
* Assists compensation and benefits policy establishment and improvement.
* Assists other department tasks when demanded.

**Qualification**

* Master’s degree (or above) from Human Resources or Accounting relative majors.
* Two years (or more) of professional work experience in relative areas.
* Honest, careful and diligent.
* Competitive capability in communication and coordination.

**Preferred Qualification**

* Oversea education background or work experience.
* Excellent oral and writing English.

**岗位书 – 人事专员(薪酬方向)**

部门：人力资源部 汇报：人力资源部主任

**岗位职责：**

1. 负责人力资源信息化建设外联与跟进工作；
2. 负责员工薪酬常规性制表、核对、报税工作；
3. 负责员工五险一金的相关手续办理与管理工作；
4. 协助制定或改善各类薪酬与福利政策；
5. 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. 坚持原则，廉洁奉公，专心细心；
4. 有较强的组织、协调能力。

优先条件

1. 有海外留学、相关工作背景者优先考虑；
2. 具备优秀的英语书面及口语表达能力者优先考虑。