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

Department: Human Resources Office

Report to: Director of Human Resources

**Position Summary**

* Be responsible to expand recruitment channels. Establish and maintain the cooperating relationship in the long term.
* Be responsible to maintain the recruitment system and the candidate pool.
* Assist to follow up each department/college’s hiring procedure.
* Assist to deal with international recruitment related issues.
* Assist to establish and improve recruitment and selection policies.
* Assist to deal with other department tasks when necessary.

**Qualification**

* Master’s degree (or above) from Human Resources or Marketing 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(招聘方向)**

部门：人力资源部 汇报：人力资源部主任

**岗位职责：**

1. 负责拓展和维护各招聘渠道；
2. 负责招聘系统的维护和人才库的建立；
3. 协助跟进和对接各部门/学院的招聘进程；
4. 协助完成国际招聘相关事宜；
5. 协助制定或完善各类招聘与甄选相关政策；
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，人力资源或市场营销等相关专业；
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。