**岗位说明书——外事专员岗**

所属部门：人力资源部 汇报机制: 国际员工服务主管

**岗位职责：**

1. 处理外籍员工的签证材料；
2. 为外籍员工申请办理外专证和来华居留许可证；
3. 维护温州出入境管理局驻本校的外国人出入境管理服务驿站；
4. 管理外籍人员个人资料，确保资料的完整性和时效性；
5. 协助办理外籍员工入职和离职手续；
6. 协助做好外籍员工日常管理和活动；
7. 协助处理部门内部其他事务。

**聘任条件：**

**必备条件：**

1. 硕士及以上学位，管理学或英语相关专业；
2. 熟悉外事相关的法律、条例以及政策；
3. 熟知国际交际礼仪和相关风俗；
4. 优秀的中英文书面和口头表达能力，适应多元文化的工作环境；
5. 耐心谨慎，优秀的沟通能力，合作意识和以服务导向。

**优先条件：**

1. 有海外教育背景和2年以上外事工作经验的优先。

**Job Description - Foreign Affairs Specialist**

Department: Human Resources Report to: Coordinator

**Responsibilities:**

1. Work on Visa materials preparation and paper work for international employees;
2. Be the key contact person to help international employees to apply for and renew Foreign Expert Certificates and Residence Permit Certificates;
3. Work closely with Wenzhou Exit-Entry Bureau, and be responsible for daily management of WKU Foreigners Service Station;
4. Timely Add, update and maintain international employees information to ensure information integrity and validity;
5. Assist in the whole process of international employees enrollment and resignation;
6. Assist in international employees daily management and activities;
7. Other tasks assigned by department.

**Qualification:**

**Required:**

1. Master or above from an accredited university in Management or English related field;
2. Familiar with foreign affairs related laws, regulations and policies;
3. Familiar with international communication manner and custom;
4. Excellence in both oral and written in English and Chinese, and adapt to multi-cultural working environment;
5. Patience and prudence with a strong sense of teamwork, and display good interpersonal and communication skills and good customer care skills.

**Preferred:**

1. Overseas education background and two-year experience working in foreign affairs is preferred.