

POSITION DESCRIPTION

职位描述

Position/Job Title 职位	Officer, Human Resources 人力资源专员
Department 部门	Human Resource 人力资源部
Location 所在地点	Shanghai, China 中国，上海
Current level of Classification 职位级别	Staff 员工级别
Reporting to 汇报对象	HR manager 人力资源经理
Job Purpose 工作概要	<p>In accordance with the management philosophy and purposes of the programme, this role is responsible for carrying out various recruitment activities, assisted in the establishment of human resources system and the calculation of compensation and benefits, improving the professional quality and comprehensive ability of all staff, and maintaining the good operation and development of the organization.</p> <p>按照“良师益友”项目的管理理念实施各项招聘活动，协助建立人力资源培训体系以及开展薪酬福利计算工作，提高各岗人员的职业素质及综合能力，维护机构的良好运营与发展。</p>
Duties 职责	<ul style="list-style-type: none"> - Be responsible for human resources recruitment, compensation and welfare and other related important work, cooperate with the superior to develop various human resources work plans, and responsible for supervising the implementation of work plans. 负责人力资源招聘、薪酬福利等相关重要工作，配合制定人力资源各项工作方案，并负责具体的监督实施工作； - According to Human Resources department planning, existing establishment and business development needs, be assisted in the preparation of annual

recruitment plan and improve the system and process of recruitment.

根据人力资源规划、现有编制及业务发展需求，协助编制年度人员招聘计划，完善招聘制度及流程；

- Maintain and explore effective recruitment channels including but not limited to online recruitment, campus recruitment, WeChat recruitment, etc., and establish close cooperation with recruitment service agencies to ensure timely meeting the needs of recruitment agencies.

维护和开发包括但不限于网络招聘、校园招聘、微信招聘等多种高效招聘渠道，与招聘服务机构建立紧密合作关系，确保及时满足机构用人需求；

- Follow up all recruitment cases and hiring process, including but not limited to resume review, interview, candidate background check, medical check, etc.

跟踪所有招聘事例和招聘相关的流程，包括但不限于简历审核，面试，候选人背景调查，体检等；

- Follow up the implementation of the basic personnel management process, including but not limited to completing employees' enrollment and leaving procedure, HRIS (SAP) maintaining, etc.

跟踪落实基础人事管理流程，包括但不限于员工入离职手续，人事基础数据维护等工作；

- Be responsible for personnel file management, including but not limited to the retention and filing of personnel paper files and electronic scanned files, and the timely updating of personnel files according to personnel turnover.

负责人员档案管理，包括但不限于人员纸质版档案以及电子扫描版档案的留存归档、根据人员流动及时更新人员档案等具体工作；

- Be responsible for staff attendance, including the update of attendance forms, monthly statistics of attendance results, holiday records review and other work.

负责人员考勤工作，包括考勤表更新、考勤结果每月统计、假期记录更新及复核等工作；

- Be responsible for following up the work of personnel performance assessment, including the collection of assessment plan, assessment result statistics, summary, etc.

负责跟进人员绩效考核工作，包括考核计划的收集、考核结果统计、汇总等工作；

- Be responsible for handling and following up the payment of employees' endowment insurance and housing fund.

负责员工养老保险及公积金缴纳事务办理与跟进；

	<ul style="list-style-type: none"> - Be responsible for the business supplementary insurance claims handling and follow-up. 负责商业补充保险理赔事务办理与跟进； - Complete all related reports and the procedure or documents per legal requirement, including but not limited to injury-insurance, Comprehensive Working Hour approval, foreign employees legal documents, etc. 按时完成相关报告以及按法规应申请或完成的程序和文件，包括但不限于工伤受理、特殊工时申请、外籍员工就业居留手续办理等。 - Cooperate with the superior to conduct the talent market research, understand the situation of talent demand and the trend of talents in the industry. 协助上级进行人才市场调研，了解人才需求状况和业内人才动态； - Take responsibility for /participate in projects and other tasks within the HR field as assigned. 其他上级要求的工作。
<p>Competency 能力</p>	<ul style="list-style-type: none"> - Have a strong interest in charity and social organizations, and hope to work with them. 对公益慈善和社会组织的工作领域有浓厚的兴趣，希望能够与这些机构共同工作； - Good interpersonal and communication skills. 良好的人际交往和沟通能力； - Proactive and work under high pressure. 积极主动，能够承受一定的工作压力； - Fluent written and verbal Mandarin and English to work in an English-speaking environment. 流利的书面和口头英语，能在英语环境中工作。
<p>Computer Literacy 电脑技能</p>	<ul style="list-style-type: none"> - Excellent in Excel/Word/Outlook/PPT etc. 精通 Excel/Word/Outlook/PPT 等软件的使用。
<p>Formal Qualifications/ Experience 任职资历/经验</p>	<ul style="list-style-type: none"> - Bachelor degree or above degree in Human Resource, Public Administration, Business Administration, Psychology or related. 本科及以上学历，人力资源，行政管理，工商管理，心理学相关专业； - At least 3 years working experience in Human Resource, and excellent in recruitment, compensation and benefits, working experience with multinational

	<p>companies or charity organizations and fundraising is a plus.</p> <p>3 年以上人力资源工作经验，精通招聘与薪酬福利模块；有跨国基金会或公益机构人力资源管理经验及筹款经验者优先；</p> <ul style="list-style-type: none"> - Be familiar with relevant national and local policies, laws and regulations, be experienced in human resource management and have a deep understanding of various functional modules of human resource management. - 熟悉国家和上海市相关政策、法律法规，有丰富的实践工作经验积累，对人力资源管理各大职能模块有较深的认识； - Have a certain understanding of public welfare industry. <p>对公益行业有一定的了解。</p>
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请将简历（可添加其他申请材料）发送到：office@shanghaik.org，在邮件主题中标明：应聘职位 - 姓名。

Please email your resume (feel free to add application materials that you think are necessary) to: office@shanghaik.org. Please note in email subject line: Position – Name.

关于我们 ABOUT US

上海嘉和公益基金会于 2017 年 11 月在上海民政局注册成立。基金会以“慈心奉献爱，善行暖人心”为宗旨。主要资助贫困家庭，资助贫困儿童和老年人，秉承“助人自助”的公益理念。基金会现支持“良师益友”项目，资助来自贫困家庭的青年接受餐旅业技能培训和人生技能培训，鱼渔相授，从助人到铸人。如想了解更多信息，请扫描下方二维码。

Shanghai K Charitable Foundation is registered in November 2017 under Shanghai Bureau of Civil Affairs. With a purpose of helping others to help themselves, the foundation targets poverty people, especially youth group. The foundation supports the Sir Horace Kadoorie Hospitality Mentoring Programme, a charity engaged to poverty youth development in hospitality technical training and life skills training. For more information, please scan the QR code as below to follow.

