

HR Operation Intern

Feladatok

---Company intern management ,includes on boarding , internship renew , wage settlement , database update and so on .

---Bank card and badge card application

---Purchasing for the HR department and control office supplies

---Support company activity and HR related event

---Distribute company letter, salary cards and so on

--- Other routine tasks

Profilja

---Bachelor's degree or above

---At least 3 days per week, for 6 months -

--Proficient use of MS Office

---Good spoken and written English

Ajánlatunk

Ready to drive with Continental? Take the first step and fill in the online application.



Job ID
REF56762W

Telephely
Yang Pu Qu

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**Continental Holding China Co.,
Ltd.**