

HR Operation Intern

Jūsų užduotys

---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

Reikalavimai

---Bachelor's degree or above

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

--Proficient use of MS Office

---Good spoken and written English

Mes siūlome

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



Darbo ID
REF56762W

Vieta
Yang Pu Qu

Juridinis asmuo
Continental Holding China Co.,
Ltd.