

HR Operation Intern

Vaše náplň práce

- P-file Management
- 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 HR topics support

Váš profil

- Bachelor's degree or above
- 3 days per week, for 6 months
- Proficient use of MS Office
- Good spoken and written English

Co nabízíme

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ID pracovní pozice
REF69046R

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