

HR Operation Intern

あなたの仕事内容

- 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

あなたのプロフィール

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

オファー

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



ジョブID
REF69046R

勤務地
Yang Pu Qu

法的事項
**Continental Holding China Co.,
Ltd.**