

HR Operation Intern

Responsabilități

- 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

Cerințe

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

Oferta noastră

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



Job ID
REF69046R

Domeniul de activitate
Yang Pu Qu

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