

HR Operation Intern

工作职责

- 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

职位要求

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

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职位号码

REF69046R

所在地

Yang Pu Qu

法律实体名称

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