



Dongying, Mainland China

## HR Manager

### responsibility

- Assist GM in setting up HR system;
- Responsible for recruitment activities from job ad posting to final employment process;
- Responsible for payroll and benefit administration work;
- Prepare all HR reports to Management in an accurate and professional manner;
- Assist management team to set up KPI for department and for individual, and follow up on the evaluation process;
- Work out the training plan and follow up on the implementation of training programs.

### requirement

- Education: Bachelor or above: Major in HR management or equivalent;
- Experience: 3-5 years relevant experiences preferably in MNC environment;
- Language: Good command of written & spoken English and Mandarin;
- Excellent skills in: Sound knowledge of PRC Labor Ordinance, employment-related rules, and manpower sourcing; Strong interpersonal and communication skills with the ability to interact with people at all levels;
- Average skills in: Proficiency in MS office application;
- Others: Open mind, can-do attitude; Self-discipline; Self-motivated.

### contact

Interested party may send us your resume to [chris-xd.chen@suez.com](mailto:chris-xd.chen@suez.com) .