

HR Specialist

人事专员

Location: Beijing

Starting date: ASAP

About the Company:

Building on over 30 years of successful presence in capital markets with over 200 clients and 36,000 users worldwide, this company has developed an unmatched competence in the design and implementation of integrated trading, risk management, processing and clearing solutions for buy- and sell-side financial institutions, corporations and utilities located across the globe.

我们的客户在资本市场拥有超过 200 名客户和 36,000 名用户，在 30 多年的成功经验基础上，在为全球各地的买卖双方金融机构、公司和公用事业公司在设计和实施综合交易、风险管理、处理和清算解决方案方面发挥了重要作用。

Mission:

Recruitment activities

招聘活动

- Maintain connections with universities
保持与大学的联系
- Manage the job posting through job portals
通过招聘网站管理招聘信息
- Be Involved in organizing campus event
参与组织校园活动
- Support Company branding promotion activities
支持公司品牌推广活动
- Organize interviews for recruiters and hiring managers
组织招聘人员和招聘经理的面试

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org

Employees' Onboarding

员工入职

- Prepare employee's pre-onboarding, e.g. employment contracts in both English and Chinese version, and contracts signatures
准备员工入职前的准备工作 · 例如英文和中文版本的雇佣合同以及合同签署
- Employees' onboarding arrangement following the Company's onboarding process. to ensure new hires a good onboarding experience
遵循公司入职流程，安排员工入职，确保新员工获得良好的入职体验

HRIS

人力资源信息系统

- Ensure relevant HR processes are taken place in HRIS system
确保相关人力资源流程在HRIS系统中得以实施
- Maintain employees' data in HRIS systems
在HRIS系统中维护员工数据
- Update HRIS changes and deliver training for HR team
更新HRIS系统的变更并为人力资源团队提供培训

HR Ops

人力资源运营

- Support working visa matters
协助完成工作签证事宜
- Support Beijing working residence matters
协助办理北京工作居住事宜
- Collect OT information for payroll team
为工资团队收集加班信息
- Working with FESCO on foreign employees' social insurance & housing fund enrollment and clearance
外派劳务公司合作 · 负责外籍员工社会保险和住房公积金的参保和结算

Other duties

其他职责

- In charge of China office regular newsletter

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- 负责中国办事处的定期通讯
- Any other ad-hoc duties when needed
在需要时担任其他临时职责
- Provide help to various company activities
在各种公司活动中提供帮助
- Support local and regional HR projects when needed
在需要时帮助本地和区域人力资源项目

Requirements:

- Bachelor's degree or above
本科及以上学历
- Minimum 2 years' experience in recruitment is desirable
2年以上招聘工作经验
- Familiarity with local hiring customs to better shepherd our new hires during their candidate to employee journey
熟悉当地招聘方式，以更好地指导新员工从候选人到员工的成长过程
- Experience with Workday or any other HRIS system
具备Workday或其他HRIS系统的使用经验
- Ability to maintain the highest regulatory and compliance standards in handling employees' data
在处理员工数据时保持最高监管和合规标准的能力
- Skilled at prioritizing business critical situations
善于优先处理业务关键情况
- Strong sense of ownership and the ability to influence without authority
强烈的主人翁意识，能够在没有权威的情况下施加影响
- A team player with strong interpersonal & communication skill
具有团队合作精神，良好的人际关系和沟通技巧
- Fluency in English(Both verbal and written)
英语流利(口头和书面)

Application:

Please send your resume to: **bj-hr@ccifc.org**

有意者请将简历投递至邮箱: **bj-hr@ccifc.org**

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