Shenzhen-HR&GA

Division: Corporate & Innovation

Department: HR&GA

Position: Clerk

Roles & Responsibilities：

1. Business trip ticket and hotel arrangement

2. Company car arrangement

3. Company activities and meeting supporting

4. Office maintenance and office cleaning arrangement

5. Office supplies purchasing

6. Assist in staff attendance and leave checking

7. Other tasks assigned by supervisor

Requirements：

1. College degree or above, majored in Human Resources, Business Administration, Logistics or a related field preferred

2. Good English including oral and writing

3. Familiar with office software

4. 1-2 years of HR/administrative experience preferrable

5. Good communication skills, teamwork spirit, can work under pressures