

HR Operation

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, the 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.

RESPONSABILITIES

- Responsible for all HR matters including policies, procedures, processes, careers, compliance, performance/development.
- Manage an administrative assistant
- Manage and conduct end to end recruitment for all positions to meet business needs.
- Manage the new hire process (job offer, employment contract and confirmation).
- Guide leaders on performance management (including performance improvement plan), coaching, employee development plan processes.
- Recommend and implement various activities to further enhance engagement and teamwork.
- Effective management of labor relations and deal with legal litigation matters as necessary.
- Provide general support to expatriates and visitors.
- Liaise with building management and/or local authorities on any relevant office issues.
- Follow up on employees' latest info and attendance
- Organize the company events and trip booking for the company
- Responsible of the facilities maintenance management
- Referent character for requests concerning the company administration.

REQUIREMENT

- Bachelor's degree, master's degree is a plus
- Minimum 3 years professional HR Management experience.
- Experienced in the industry of Finance&IT Relations.
- Proficient in English, French is a plus.
- Proficiency with Microsoft Office Tools.
- Good communication and interpersonal skills.

APPLICATION

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

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