

Treasury - HR Consultant

Company

Our client is a Business Advisory Group with a well-established presence in China for more than 15 years. Our client is headquartered in Shanghai and has offices in Beijing, Guangzhou, Hong Kong, London and correspondents in Dubai, Italy and in the US. Our client Group employs over 100 professionals between international and Chinese consultants, fluent in English, French, Spanish, Portuguese, Italian and Mandarin.

The position is open in Shanghai office.

Responsibility

Treasury duties

Assist Treasury department in internal management functions, including but not limited to:

- Cash flow Management
- Debtor follow up
- Internal process review
- Other specific internal projects
- Managing client's chop and license

HR duties

- Drafting and checking labor contract
- Assisting HR team to collect and calculate salary table information
- Assisting for foreigner's working permit, visa application
- Providing advice to clients accordingly

Requirement

- Bachelor's degree or above
- 3 years working experience in China especially in consulting
- Native Italian speaker
- Fluent in English
- Read, written Chinese is required
- Treasury or HR experience is preferred
- Having knowledge of China
- Good communication skills, committed to achieving goals, team cooperation ability and initiative to work, problem solving attitude

Please send your resume to: sh-recruitment@ccifc.org