

Established in 1992, the French Chamber of Commerce and Industry in China (CCIFC) is an organization which represents French companies doing business in China, CCIFC Guangzhou office is looking for a HR intern for 6 months:

成立于 1992 年，中国法国工商会是代表在华法企的非盈利性机构。中国法国工商会广州办公室现招聘一名实习期为 6 个月的人力资源实习生。

Daily Work:

日常工作:

- Manage and update department candidates' database
 - Help HR manager on coordination with training providers and with marketing partners
 - Prepare and edit the HR annual Training program
 - Provide course information to customer via phone and email
 - Registration and training logistics: facilities preparing; invoicing, settlement
 - Work with HR manager in recruitment process including selection, interview arrangement and assistance to line decision
 - Handle employees' on boarding process and exit process properly within the region
 - Manage employee relations in HR management practices, i.e. Employee relations, exit interviews, etc.
 - Provide the assistance to HR Manager for payroll processing
 - Assist HR manager to organize team building activities and other HR projects
 - Other tasks may be assigned according to the candidate's competence
-
- 管理和更新候选人数据库
 - 协助人力资源部门，与讲师、其他合作伙伴协调
 - 筹备、编辑年度培训手册
 - 通过邮件和电话提供课程信息给会员公司
 - 培训课程的报名和跟进
 - 在招聘业务上协助部门筛选候选人、组织面试
 - 处理候选人的入职情况跟进
 - 协助跟进候选人入职后的员工关系情况
 - 协助处理账务
 - 协助组织人力资源相关活动，例如工作组、研讨会等
 - 根据应聘者的能力设定的其他工作

Profile:

任职要求:

- Student in foreign languages, HR, economic or relative majors.
- Preferable previous internship experiences
- English speaking, French speaking is a plus, familiar with MS Office (excel, word, PowerPoint...)

Recruitment Agreement CCI FRANCE CHINE

CCI FRANCE CHINE South China Room 802, 8/F, Leatop Plaza, 32 Zhujiang East Road, Zhujiang New Town, Tianhe District Guangzhou, P.R.C.

中国法国工商会华南区办事处 广州市天河区珠江新城珠江东路 32 号利通广场 8 层 02 单元

Tel. 电话: +86 (20) 29165520 - www.ccifc.org

- Sense of responsibility, well organized, reactive, good listening and communication skills, team work
- 外语、人力资源、经济管理或其他相关专业毕业
- 如有其他实习经验更佳
- 英语熟练，如法语熟练更佳，熟练使用办公软件 Office (excel, word, PowerPoint...)
- 有责任心，有自主性，积极，耐心，有沟通技巧，有团队精神

Please send your CV both in English and Chinese and a cover letter in English to:
如感兴趣，请将你的中英文简历以及一封英文动机信发送至：

liu.wanqian@ccifc.org