

JOB DESCRIPTION

岗位说明书

Prepared on制订日期: May 2025

JOB TITLE 岗位名称	HR 助理 人力资源助理	JD Code 岗位说明书编号	
DIVISION / DEPT 部门	Human Resources 人力资源部		
GRADE LEVEL 岗位级别	S		
JOB LOCATION 工作地点	Conghua 从化		
REPORTING LINE 汇报关系	Report to Senior Manager, Talent Acquisition 向招聘经理汇报		
JOB Working Hour System * 岗位工时制 *	Standard working hour system 标准工时		
PURPOSE AND SCOPE OF ROLE 岗位目的及职责范围 (Please summarise the job's purpose. Describe the scope and scale of its activities and organizational impacts. 请总结设置该岗位的目的, 概述其职责范围和影响。)	<p>The job holder is responsible for supporting the daily operations of the recruitment team, including updating recruitment reports, managing recruitment channels, job postings, visitor registration, and on-site interview arrangements. This position requires close collaboration with internal and external parties to ensure a smooth recruitment process and good candidate experiences.</p> <p>该职位负责支持招聘团队的日常运营, 包括招聘报告的更新、招聘渠道的管理、职位发布、访客登记和现场面试安排等。该岗位需要与内部和外部各方紧密合作, 确保招聘流程的顺利进行和良好的候选人体验。</p>		
KEY ACCOUNTABILITIES 主要职责 (Please describe responsibilities and expected outcomes. Rank order of importance, with 1 being the most important. 请描述职责及预期成效。请按重要性排序, 从最重要的职责开始)			
<ol style="list-style-type: none"> 1. Maintain, update and prepare TA related records including recruiting data, reports and related documentations on time, and implement basic analysis and provide improvement suggestion if necessary. 2. Support the daily management of recruitment channels, prepare annual contract review documents. 3. Draft documents required for obtaining approvals for new hires. 4. Conduct job posting on external job boards, prepare monthly internal referral martials to encourage employee referrals. 5. Assist in interview logistics arrangement, including access admission for candidates, receiving candidates, meeting room booking and reimbursement of candidates travel expenses. 6. Perform other duties as assigned by supervisors upon request. <ol style="list-style-type: none"> 1. 维护、更新并及时准备与招聘相关的记录, 包括招聘数据、报告和相关文档, 并在必要时进行基本分析和提供改进建议。 2. 支持招聘渠道的日常管理工作, 准备年度合同续签文件。 3. 起草获取新员工招聘批准所需的文件。 4. 在外部招聘网站上发布职位信息, 准备每月的内部推荐材料以鼓励员工推荐。 5. 协助安排面试后勤工作, 包括为候选人办理入场手续、接待候选人、预订会议室以及报销候选人的差旅费用。 6. 执行主管安排的其他工作。 			

FACTS & DIMENSIONS 考核事实与维度
Financial 财务角度

NA 不适用
Non-Financial非财务角度
NA 不适用

QUALIFICATIONS /EXPERIENCE 任职资格 / 经验 (min. requirements 最低要求)	<ul style="list-style-type: none"> - Bachelor Degree. - 2-4 years HR recruitment experience; Experience in large corporations or headhunt industry is preferred. - 本科学历 - 2-4年招聘相关的工作经验，有大型企业或猎头行业从业经验优先
TECHNICAL KNOWLEDGES &SKILLS 专业知识及技能要求 (min. requirements 最低要求)	<ul style="list-style-type: none"> - Familiar with HR recruiting function 熟悉人力资源招聘领域相关工作 - Working knowledge of Microsoft Office applications (Word, Excel, and PowerPoint) required. 具备Microsoft Office (Word, Excel, and PowerPoint) 等办公软件使用能力
PROFESSIONAL LICENSE 专业资格证书要求 (including Mandatory. requirements 包括法定强制要求)	N/A 不适用
KEYCOMPETENCIES – CORE & FUNCTIONAL 关键能力 - 核心的&职能性的 (min. requirements 最低要求)	<ul style="list-style-type: none"> - Good communication and human resource related skills; 良好沟通和人力资源相关技能 - Good analytical and presentation skills; 良好分析及表达能力 - Attentive, high learning agility, self-motivated, and result-oriented. 细心，高学习敏锐度，自我驱动和结果导向 - Ability to work in a fast-paced recruitment environment 能在快速的招聘环境下胜任工作
LANGUAGE SKILLS 语言能力 (min. requirements 最低要求)	<ul style="list-style-type: none"> - Good command of English proficiency, both in written and verbal 英语听说读写流利。 - Fluent Cantonese is a plus. 流利粤语优先。
KEY JOB CHALLENGES 主要工作挑战	<ul style="list-style-type: none"> - Time management and tasks prioritization 时间管理及工作优先级管理 - Work under pressure 能在压力下工作