

(Sr.) HR Generalist

工作职责

Job Responsibilities:

Talent Acquisition

- Identify the business needs and based on the recruitment requirements, explore the different recruitment channels.
- Comply with recruitment process such as monitor HC approval process, post positions to EB internal and external job porter.
- Source candidates and coordinate interviews with hiring managers, and ensure all the recruitment documents are in order.
- Track and update the recruitment status on a weekly basis, and provide monthly recruitment analysis report.
- Ensure all job descriptions are on file and up to date, working with managers as needed to develop/update job descriptions.
- Track employee referral program.
- Maintain talent pool and communicate with the candidates on a regular basis.

New Hire Onboarding

- Facilitates new hire orientation ensuring a positive experience.
- Assist with the development of onboarding training plans for new hires.
- Process new hire paperwork during the first week of employment.
- Enters new employee data into all HR systems ensuring records are accurate and entries are made in a timely manner.
- Manages the ISO-900 process for new hires ensuring proper documentation is received and filed per requirements.

Employee Engagement

- Coordinate employee team building events in partnership with administrative staff to drive company culture.
- Maintain contract renewal process including renewal evaluation



职位号码

REF2813K

工作职能

人力资源

领导力级别

个人贡献者

工作场所灵活度

现场办公

法律实体名称

**Elektrobit Automotive Software
Co., Ltd.**

with line managers.

- Schedule exit interviews and may conduct per the internal assignment.
- Prepares, analyzes data and identifies any patterns from exit interviews.

Payroll

- Track staff's monthly travel allowance, special leaves, OT, bonuses, and interns' attendance records, etc. to ensure accurate payroll raw data
- Cooperate with local vendor to conduct monthly salary and social benefits payment
- Support to produce different monthly/yearly labor cost analysis report to Finance& Controlling and relevant government department.

Talent Management

- Identify staff's competence level and improvement area via Annual Calibration or daily dialogues/meetings/workshops
- Design tailored skill up programs based on frequent contact with external vendors or regular track of good practices in the market
- Coach line managers to conduct PIP if needed
- Track all development measures for further analysis

职位要求

Job Requirements:

1. Bachelor's degree or above.
2. With deep understanding of 1-2 HR modules; and can think and analysis independently with personal insights.
3. Have experience in HR projects and basic knowledge of HR laws and regulations.
4. Be able to work under pressure and take initiative with strong ownership.
5. Be enthusiastic in learning new skills and adapting new tools into daily work.
6. Fluent in oral and written English to work with both local and global teams.

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