

HR Assistant – Staff Recruitment

Duke Kunshan University

Job Description

Position Overview:

The HR Assistant – Staff Recruitment is responsible for staff recruitment and will be mainly focusing on the research, postdoctoral and non-full time staff hiring. This person will also support the whole process of staff's recruiting, including but not limited to screening applicants, coordinating remote/onsite interviews, checking reference, etc.

Reports to:

Human Resources Manager – Staff Recruitment

Essential Duties:

- Provide all supports on staff recruitment activities, including but not limited to updating job postings, managing job description and staff recruitment related contracts, coordinating, participating in interviews, checking reference and so on.
- Give advice to hiring offices on the hiring processes, recruiting channels of Interns.
- Collect and manage special hiring requests of research, postdoctoral and non-full time staff hiring.
- Work on the whole process of Intern's recruiting independently, including evaluating and posting the job, screening applications, sending resumes to hiring offices, following up with the applicants' inquiries, etc.
- Use and explore appropriate recruitment channels to maintain and expand Interns' application pool.
- Build and maintain cooperation with universities, organize and attend campus job fairs.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Bachelor's degree or above in Management, Human Resources, or related majors.
- About 1-2 years of experience in Recruitment in HR department. Good fresh graduate students with high potential can be considered.

- Fluent in both written and verbal English and Chinese.
- Excellent interpersonal and communication skills.
- Detail-orientated and responsible.
- Familiar with Chinese labor laws and social insurance policies.