

**HR Officer – Staff Recruitment**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The HR Officer – Staff Recruitment is responsible for staff recruitment and will be mainly focusing on full-time staff hiring. This person will support the whole process of these 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, coordinating, participating in interviews, checking reference and so on.
- Give advice to both hiring offices and supervisor on the hiring processes, recruiting channels of regular staff.
- Work on the whole process of regular staff'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 regular staff' application pool.
- Collect and manage special hiring requests of research, postdoctoral and non-full time staff hiring when needed.
- Support campus recruitment and university cooperation when needed.
- 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.
- At least 3 years of experience in staff recruitment. Having experience in international group/company preferred.

- Fluent in both written and verbal English and Chinese.
- Excellent interpersonal and communication skills.
- Good sense of staff recruitment procedure.
- Familiar with Chinese labor laws and social insurance policies.