

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** HR SPECIALIST – PUDONG CAMPUS  
**CONTRACT DAYS:** FULL YEAR

### POSITION SUMMARY:

The HR Specialist acts as a lead person in the delivery of human resource services and is responsible for managing and directing the human resources team in implementing human resources policies and programs. The HR Specialist provides day-to-day oversight of various human resources functions critical to the organization, including expat employees onboarding, expatriate employee/labor relations and benefits administration while ensuring compliance with local regulations.

### SUPERVISED, EVALUATED BY & REPORTS TO:

Human Resources Director

### QUALIFICATIONS:

- Bachelors Degree in HR Management, Business Management or related field.
- At least five years work experience as HR Specialist.
- Excellent knowledge and use of advanced applications pertaining to Excel.
- Data-driven with solid analytical and reporting skills.
- Experience supervising staff to set and achieve specific goals under time pressure.
- Service oriented with good interpersonal skills; ability to work collaboratively with administration, faculty and all other school constituencies.
- Efficient and effective in handling matters consistently, accurately, timely and confidentially.
- Excellent communication and writing skills in English and Mandarin.
- Strong attention to detail.

### PERFORMANCE RESPONSIBILITIES:

- Recruitment and Onboarding
  - Monitor expatriate faculty recruiting in order to update internal files.
  - Collect paperwork for the application of work and residence permit for expatriate employees.
- Orientation of new employees
  - Assist the Human Resources Director in organizing and scheduling the faculty orientation.
  - Conduct, along with other HR Generalists/Specialists, the new employee orientation to ensure that new employees are knowledgeable of current practices and administrative processes.
- Data Management and Reporting
  - Monitor and comply with personnel record keeping procedures for the purpose of ensuring compliance with established guidelines.
  - Manage and monitor ERP system to guarantee data accuracy and actuality.
  - Proactively identify process improvements and conduct system needs analysis to ensure systems are being used at maximum capacity and identify and recommend possible improvements.
  - Identify any areas for improvement and work with vendors on any upgrades to ensure that the ERP system continues to satisfy the needs of the school.
  - Manage all salary data.
- Employee relations

- Participate in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Other duties
  - Ensure effective and appropriate policies and procedures are followed (e.g. processing of personnel actions, including new hires, transfers, promotions, termination, and completion of reports) for the purpose of being timely, accurate, legal and meeting organizational objectives.
  - Develop a wide range of written materials (e.g. letters, forms, job descriptions, procedures, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
  - Coordinate school-wide projects, including, but not limited to, contract renewal for faculty and support staff, and support staff salary annual review.
  - Manage campus substitutes in collaboration with divisional vice principals.
  - Coordinate and supervise the activities of other HR staff for the purpose of ensuring all appropriate deadlines are met effectively and efficiently.
  - Assist the Human Resources Director in compiling the budget.
  - Communicate with other employees, offices, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, transfers, personnel records, leaves, licenses, and related legal requirements.
  - Other reasonable duties as assigned.

#### **SAS BELIEVES:**

- That each employee makes a significant contribution to our success.
- That contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

#### **How we see the world is how we experience the world**

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

#### **Child Protection at SAS**

Shanghai American School, in keeping with our core values and vision statements, has a Child Protection Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.