

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: HUMAN RESOURCES GENERALIST
SCALE: PRC Support Salary Scale
CONTRACT DAYS: Full Year Contract

POSITION SUMMARY:

Reporting to the Human Resources Supervisor, the responsibilities will be numerous and varied. In particular, this position will involve providing support to daily operations, including recruitment, employee onboarding and offboarding, compensation and benefits, policies and procedures guidance, and compliance.

SUPERVISED, EVALUATED BY & REPORTS TO:

Human Resources Supervisor

QUALIFICATIONS:

- Bachelors Degree in HR Management, Business Management or related field.
- At least five years relevant experience.
- Experience in recruitment and selection process.
- Experience with HRMS/HRIS systems.
- Excellent knowledge and use of MS Office, including advanced applications pertaining to Excel.
- Data-driven with solid analytical and reporting skills.
- Effective in applying employment law and other relevant legislation to human resources processes.
- Efficient and effective in handling matters consistently, accurately, timely and confidentially.
- Mandarin native speaker.
- Excellent communication and writing skills in English.
- Proactive, self-motivated and detail oriented.
- Strong communication, interpersonal, customer service orientation necessary.
- Excellent organizational and planning skills with the ability to multi-task, organize and prioritize assigned tasks.

PERFORMANCE RESPONSIBILITIES:

- Recruiting and Orientation
 - Manage all recruitment logistics, including publication of vacancies.
 - Coordinate all necessary procedures for the successful transition of new hires, including collection of paperwork for visa invitation letter, work and residence permits.
 - Handle administrative tasks for onboarding, new hire orientation and offboarding, including entering data into HR information systems and auditing for accuracy and compliance.
- Data Management and Reporting
 - Maintain employee personnel records in the HRIS.
 - Provide internal and external parties with statistical information relating to employee information.
 - Identify any areas for improvement and work with vendors on any upgrades to ensure that the HRIS continues to satisfy the needs of the school.
- Human Resources Generalist
 - Deal with day-to-day employee requests.
 - Assist in the communication, interpretation, and upkeep of employee handbook and contribute to the development of policies.
 - Manage assigned personnel files and database.
 - Provide effective and dedicated services to employees in relation to HR related matter, e.g. leave management, health insurance and all other employee-relations matters.

- Suggest new procedures and policies to continually improve efficiency of the HR office and to improve employee experience.
 - Assist Visa Administrator with residence and work permit related application process, including:
 - Data input
 - Paperwork translation
 - Filing
- 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.