

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** HR SPECIALIST (PD CAMPUS)  
**SCALE:** PRC Support Salary Scale  
**CONTRACT DAYS:** Full Year Contract

### POSITION SUMMARY:

The HR Specialist provides assistance to the members of the Human Resources Office with respect to HR policies and procedures, including residence and work permit application, recruitment, benefits. The HR Specialist will also support the Human Resources Office in a variety of secretarial and administrative functions, such as translation, interpretation, filing, etc.

### SUPERVISED, EVALUATED BY & REPORTS TO:

Human Resources Director

### QUALIFICATIONS:

- Bachelor degree in Human Resources or related Business degree.
- At least five years' relevant experience.
- Knowledge and use of advanced application pertaining to Word processing and Excel spreadsheets.
- Fluent in English and Mandarin (spoken and written).
- Sound knowledge of PRC Labor Law.
- Strong communication, interpersonal, customer service ability.
- Strong attention to detail.
- Excellent organizational skills with the ability to multi-task.
- Ability to work under pressure and meet deadlines.
- Ability to organize and prioritize work without direction from supervisor in situations where changes frequently occur.
- Proactive and self-motivated.

### PERFORMANCE RESPONSIBILITIES:

- Assist Visa Administrator with residence and work permit related application process, including:
  - Data input
  - Paperwork translation
  - Filing
- Visit the Public Security Bureau and the Work Permit Bureau to submit residence and work permit applications
- Recruiting and Orientation of PRC staff and interns
  - Manage all recruitment logistics, including publication of vacancies
  - Handle administrative tasks for onboarding, new hire orientation and offboarding, including entering data into HR information systems and auditing for accuracy and compliance
- Manage PRC and Expatriate employees' insurance enrollment
- 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
- 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

- Manage leave process and documentation
- Perform a variety of secretarial and general administrative duties for the office, including translation of documents
- Suggest new procedures and policies to continually improve efficiency of the HR office and to improve employee experience
- Perform other 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.