



# Admin & HR Executive

## About our client

The company, founded in 1852, is the world's leading provider of industrial machine needles, precision parts and fine tools, as well as systems and services for the production and joining of textile fabrics. All around the world, the products and services support the textile processes of knitting and warp knitting, weaving, felting, tufting, carding and sewing. Company offers its customers a comprehensive partnership – without boundaries and on site in over 150 countries. Numerous sales affiliates and sales partners complement the international presence.

Company employs more than 8,800 people and turned over about 740 million euro in 2017.

## Job description

We are looking for a self-motivated individual to be responsible for providing HR operational support and manage all administrative activities that facilitate the smooth running of the office.

### HR Support

- Recruitment - interviewing candidates, screening and referring applicants, making hiring recommendation
- Serve as a link between management and employees by handling questions, interpreting and administrations and assisting resolve work related issues
- Labor and employee relations
- Handle HR routine work including staff onboard and termination procedure, related HR documents preparation and filing etc.
- Training and development of employees in corporation with HR in Singapore Administer
- HR-related documents e.g. letter of appointment, offer letters
- Assist to maintain local HRIS system, documentation & leave management
- Work permits, residence permits if applicable
- Broad knowledge and experience in human resources policies (particularly with regards to Social Insurance, China Labor laws and regulatory statutory requirements)
- Monthly payroll

### Admin Support

- Scheduling, filing and arranging conference calls for Managing Director
- Prepare business related activities
- Process of statement of expense for Managing Director
- Assisting & creating regular / MD requesting reports / letters / presentations / minutes and consolidating / distributing to relevant departments
- Preparation for internal meetings, visitors and company events
- Translation of any documents or during meetings
- Preparing & Coordinating internal and external event MD involves
- Office management
- Travel management including hotel, flights and car booking
- General office issues
- Maintaining supplies of stationery and equipment, including advertising gifts & brochures
- Grocery shopping for both warehouse & office
- Meeting and event management (visitors and internal meetings)
- Managing and assisting in translation of the advertisement together with the sales team (including advertising material & leaflets)



- Help to improve and optimize current administration and office processes
- Other admin related tasks

## Requirements

- University or College degree holder
- University graduate preferably in Business Administration
- Over 3 years of proven experience in Admin and HR in a western company
- Proficiency in MS office such as Word, Excel and PowerPoint
- Experience in Secretary position or similar position is a plus
- High command of written and spoken English
- Written and spoken Cantonese
- Operation effectiveness oriented
- Good team player and independent

## Other information

**Location:** Shenzhen

**Reports to:** Managing Director, Shenzhen. Dotted line to East Asia HR on HR topics only

**Contact:** For inquires and to apply, please contact [career@growhr.com](mailto:career@growhr.com). Mark your application with *Admin & HR Executive*