



HR Specialist:

Job Duties:

1. Responsible for company training program;
2. Update training record and qualification matrix, improve internal and external training effectiveness;
3. Responsible for Employee Leadership Development Program;
4. Support in Employee Relation Management (ER) ;
5. Coordinate new employee assessment process during probation;
6. Support in employee conflict management;
7. Maintain OMS-relevant documentation, responsible for audit documentation & follow up audit actions;
8. Take charge of related reporting;
9. Other duties.

Qualifications:

1. College degree or above;
2. At least 5 year experience in HR staffing;
3. Certificate of "Human Resource Professionals" preferred;
4. Proficient in MS application;
5. Strong communication skill;
6. Be honest, accountable and team player;
7. Good English skill written & spoken.

备注：满足以上招聘条件及有意愿者请发送简历至：office@pollmann.cn这个岗位工作地址在中国昆山（我们工厂距离上海约60KM）



Insofar as personal names are given only in masculine form, this applies equally to women and men.



create your future with us!

POLLMANN MECHATRONICS (KUNSHAN) CO., LTD.

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