






[技术咨询/国际化团队/人力资源/武汉洪山区]

HR ASSISTANT

-  **Location:** Room 1205, Block K, Modern World trade center of Optics, Wuhan
-  **Languages required:** Fluency in English and Mandarin, Japanese will be a plus
-  **Contract:** Permanent
-  **As of:** ASAP
-  **Contact:** talent@amaris.com

What's Amaris?

Amaris is an international Technologies and Management Consulting Group with more than 55 locations around the world. Our business consists in supporting our clients in carrying out their projects. We act within their organization to help them improve effectiveness and enhance performance. Our knowledge of their business sectors, coupled with our functional and technical expertise enable us to offer them the best guidance to achieve their goals.

In China, our team of 150 people supports our clients in various industries such as automotive, telecommunication, IT, retailing. Combined with our platform in Shanghai, our new offices in Beijing and Hong Kong opened in 2017 ensured our proximity to our partners.

What about the position?

You will join our Human Resources Team located in Wuhan and report directly to Senior HR Officer in charge of China and Japan. Your working environment would be very international and have the chance to work on various HR topics to support the local implementation. You will assume all the responsibilities of this position as following:

- ✔ Ensure employment contract, addendum and any HR legal documents are in line with Labor & Social Law
- ✔ Conduct the onboarding process of the employees
- ✔ Effectively runs the monthly salary process
- ✔ Administer the external communication on HR topics in collaboration with Government

What kind of candidates is Amaris looking for ?

- ▶ You're a student with a bachelor's degree or a master's degree (will be a plus) with a major in Human Resources or related domain
- ▶ Ideally, you have already had a first experience as a HR assistant or in a similar position.
- ▶ You speak fluent English and Chinese. The knowledge of Japanese is considered a plus.
- ▶ Keen sense of communication, well-organized, ability to interpret, analyze and explain the official framework employment regulation, relevant computer software knowledge.

Why join Amaris?

- ▶ Contribute your power to our rapid growth in Chinese market, and never a lack of challenge and sense of achievement
- ▶ Join an international company with over 65 offices in more than 52 countries with colleagues from 75+ countries for multicultural projects
- ▶ Benefit from a close relationship with your manager and hence your career path can be personalized
- ▶ Gain a sense of belonging via our team lunch, after-works and other successes celebrations
- ▶ Receive training in management, communication and leadership regarding your needs and expectations

This position is made for you? Send us your resume: talent@amaris.com