**Position**

Talent Acquisition Intern

**Location:**

Shanghai – Jiading, Huirong Road No.288, FCA

**Objective of Job**

To assist with administrative recruiting activity for TA team in Jiading office

**Brief Task Description**

* Recruiting data collection, report consolidation and manipulation
* In charge of the whole intern recruiting process
* Administrative support for TA team members

**Qualifications**

* Education: bachelor or above
* Skills & Competence:
1. Good communication skills and good command of English in both verbal & written
2. Good at manipulating data, logical thinking ability, details-oriented
3. Being proficient with Microsoft Excel & Word
4. Able to attend 3 days per week at least.