**Position：**

ME Business Partnership Intern

**Location:**

Shanghai – Jiading, Huirong Road No.288, FCA

**Objective of Job:**

Assisting, involving and be responsible for HR related affairs to support business partnership.

**Brief Task Description:**

1. Assist HRBP for training activity coordination, facilitation, nomination, attendance record, etc.
2. Assist HRBP’s initiatives including WCT People Development, On-board process, HMM, Radar Chart, IPE, etc.
3. Assist HRBP for employee database maintenance & basic data analysis; contract & Probation management.
4. Coordinate employees' event organization.
5. Vendor payment handling for training, 3rd party contract employee.
6. Temporary job or issue if necessary

**Qualifications:**

Education:

1. Bachelor degree, postgraduate student is preferred.

Skills &Competence:

1. Good logic
2. Fluent English in both oral and writing, certificated in CET-4 at least.
3. Experience in Office software including Word, PowerPoint and Excel.
4. Able to attend 4 days per week at least.