

HR & ADMINISTRATIVE ASSISTANT OF APPLEBY(SHANGHAI)

SECTION 1 – JOB IDENTIFICATION

Job Title:	HR & Administrative Assistant
Reports To:	Senior HR & Administrative Officer / Head of Human Resources & Operations
Department:	HR and Admin Department
Persons to be supervised:	N/A
Location:	Shanghai

SECTION 2 – THE ROLE

Purpose:

To provide all rounded human resources and office administrative support and services in the Shanghai office.

Principal Duties and Responsibilities:

HR

- Manage the life-cycle of onboarding and offboarding processes for staff members.
- Responsible for the coordination of background and reference checks and provision of relevant supporting documents, drafting of employment contracts, creation of new hire documents, checklists and records, coordination of workplace and systems profile setup, and induction and training program for new joiners (incl. orientation pack, training schedule and material, update of organizational chart, extension list, floor (seating) plan & map, office and building access and all IT related/applications & portal setup etc.).
- Maintain daily attendance report, handle leave requests and staff records. Notify absences, check secretarial coverage and announce changes or special arrangements.
- Liaise with FESCO on preparation of Labour Contract, social security insurance enrolment and termination.
- Update FESCO on monthly payroll and update staff records on relevant systems.
- Coordination on recruitment activities (including placing job advertisements, interview scheduling and skills tests if necessary). Follow up with rejection emails on unsuccessful candidates. Update preferred supplier list and service fee schedule.

JOB DESCRIPTION

- Coordinate mid and end of probation meetings and annual appraisals. Arrange meetings and collection of evaluation forms.
- Liaise with relevant authorities for the purpose of registration, maintenance and renewals. This includes but not limited to affidavits/ affirmations, consents/ declarations, certificate of good standings, practising certificates, CLEP update etc.
- Deal with applications and renewals of China work visas, and assist in family (dependant) visas.
- Update weekly movements and headcount report.
- Communicate and enforce policies and procedures in accordance with the internal policies and guidelines.
- Maintain well-organized filing system, up-to-date records and reminder systems (including key & card master, phone list, job specifications, PQE summary, partners list,).
- Attend to enquiries from employees and discussion with manager on a regular basis.
- Provide all rounded support and attend to ad hoc assignments or projects.

Office Administration

- Maintain a log of courier packages
- Liaise with building management for all maintenance & service calls. Including but not limited to lighting, air-conditioning and other office management matters
- Manage circulars from building management and circulate to all staff if necessary
- Notify all staff of scheduled office maintenance
- Liaise with vendor to order ribbon and toner for printers
- Liaise with vendors to order office supplies (e.g. stationary, printing paper, office supplies)
- Prepare payment requisition form or online submission for admin related payments to Finance
- Assist in staff engagement events
- Assist in the coordination of in-house and external parties (birthday, Christmas and Chinese New Year), partners' meetings and lunches, lunch & learns, drinks sessions, seminars, BD events etc. This involves preparation of refreshments
- Update phone extension list and replace outdated list in meeting rooms
- Other administrative duties which may be required from time to time

SECTION 3 – REQUIREMENTS

Knowledge, Skills and Experience Required:

A minimum of 2-3 years' experience in similar capacity.