**JOB DESCRIPTION 工作职责**

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| Position  职位 | Human Resources Trainee  人力资源实习生 | Employee Level  员工级别 | 7 |
| Division  大部门 | Human Resources  人力资源部 | Department  部门 | Personnel  人事部 |
| Reporting to  汇报至 | HRM  人力资源经理 | Effective Date  生效日期 | 2018/03/01 |

**SCOPE 范围**

Under the supervision of the HR Manager, assist the Human Resources department in day to day operation including administration, record keeping, coordination with all departments, and organizing staff activities.

在人力资源经理的监督下，协助人力资源部门的日常运作，包括行政、记录保存、与各部门的协调和员工活动的组织。

**PRINCIPAL RESPONSIBILITIES 主要职责**

**ADMINISTRATION行政**

1. Conduct regular dormitory, locker and staff canteen inspection.

负责宿舍，更衣室和员工餐厅的日常检查。

1. Prepare the monthly dormitory, locker and staff canteen inspection report.

准备宿舍，更衣室和员工餐厅的月度检查报告。

1. Prepare monthly general store requisition and stock on office supplies.

负责办公用品的每月需求申请及盘点。

1. Responsible for departmental FF&E list check and maintenance, report to HRM and DOHR immediately when spots a problem.

负责部门固定资产清单的检查和维护，如有特殊情况立即汇报给人力资源经理和人力资源总监。

1. Maintain office equipment in good operation condition and liaise with Engineering department for any repair if necessary.

维护办公设备，保证其使用状态良好，必要时与工程部联系维修事宜。

1. Responsible for communication between all departments and documents handling. Keep good relations with all colleagues and managers.

负责和各部门之前的良好沟通并处理部门之间的所有文档，和各部门员工及经理保持良好关系。

1. Responsible for intranet THINK-PINK portal maintenance and combination. Reports needs to be handed for DOHR for review monthly.

负责酒店内部官网上‘粉红妙想’的维护和整理。 每月整理出报告上交人力资源总监审阅。

1. Update and maintain Cordis pin, name card and staff ID card record.

更新和维护康得思司徽，铭牌和员工卡记录。

1. Update and maintain locker record.

更新和维护更衣柜记录。

1. Responsible for all colleagues LHG accommodation application and follow up.

负责所有酒店员工的朗廷集团住房的预定及跟进。

1. Keep and maintain colleague personnel filling system in order.

根据要求保存和维护员工人事档案系统，保证其清晰有序。

**STAFF RELATIONS员工关系**

1. Assist in organizing staff social events and activities such as annual staff party, annual colleague outing, sports tournament, festival activities, monthly Birthday Party, monthly Employee of Month Award Distribution Ceremony, etc.

协助组织各项员工活动，如员工年会、年度员工郊游、体育活动、节日活动、每月生日会、月度最佳员工颁奖仪式等。

1. Assist in organizing monthly Staff Birthday Party.

协助组织每月员工生日会。

1. Assist in organizing monthly award distribution ceremony.

协助组织每月最佳员工颁奖仪式。

1. Assist in organizing the photo shooting for monthly staff promotion and issue memo.

协助组织每月员工宣传照拍摄及备忘录发放。

1. Assist in arranging annual staff medical check-up.

协助安排年度员工体检。

**OTHERS其他**

1. Perform other duties assigned by the management.

履行管理层安排的其他工作职责。

**REQUIREMENTS职位要求**

**Education 教育学历**

1. Diploma in Human Resources, Hospitality, Education, Psychologyor other related areas.

人事、酒店管理、教育、心理学或其他相关专业学历。

**Experience 工作经历**

1. Experience in service industry is a plus, preferably in hotel industry.

服务业工作经验，酒店行业优先。

**Job Skills & Knowledge 技能知识**

1. Good communication skills.

良好的沟通能力。

1. Bi-lingual translation skills.

双语翻译能力。

1. Excellent and accurate typing skills.

优秀精确的打字技能。

1. Familiar with filling system.

熟悉文件存档系统。

**Computer Skills 电脑技能**

Must be well-versed in Microsoft software, such as WORD, EXCEL, PPT.

必须掌握熟练的微软办公自动化技能。

**Language Proficiency 语言能力**

Excellent oral and written fluency in both English and Chinese.

流利的英语和中文口语和书写能力。

*Cordis Dongqian Lake, Ningbo reserves the right to revise this job description at its discretion with notice.*

宁波东钱湖康得思酒店保留对此职位描述的修改权利并予以告知。

This job description is written in English and Chinese. In the event of any discrepancy between the two versions, the Chinese version shall prevail when seeking to resolve any such discrepancy.

此职位描述是双语撰写。如两种文本有任何差异，在寻求解决差异之处时，应以中文版本为准。

**TESTIMONIAL：**I have read and fully understand that violation of any of the stated responsibilities and duties is ground for disciplinary action. I agree to perform these duties as set out in the Job Description to the required standards.

证明书：我已阅读了以上职位描述书并完全明白任何违反上述规定的责任和义务将受到处分。本人在此确认同意按照要求的标准履行上述工作职责。

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Associate’s Signature/Date

员工签署/日期

Note：Signed copy to Human Resources office for retention in personnel file.