Intern for Office of Human Resources

Duke Kunshan University

Job Description

Position Overview:
The intern for Office of Human Resources is responsible for supporting the whole HR Team in various task implement, such as accommodation coordination, faculty orientation, business card application, translation etc.

Reports to:
Director of Human Resources, and work closely with all the HR team members.

Essential Duties:
• Assist the expats’ orientation including international relocation, local accommodation, children schooling, shipment and other settling services;
• Be responsible for application of Talent’s Apartment and business card;
• Support on the interview arrangement, including candidate direction and interview coordination;
• Help with the employee team building activities;
• Other tasks as assigned.

Required Qualifications:
• Current enrolled undergraduate or graduate students;
• Bachelor or above in Management, Human Resources, or related majors;
• Be able to work at least 3 days a week;
• Fluent English and Mandarin in both written and spoken;
• Excellent interpersonal and communication skills.