

HR Officer – Compensation and Benefits
Duke Kunshan University
Job Description

Position Overview:

The HR Officer – Compensation and Benefits will support the compensation and benefits tasks in HR Office for the University staff, faculty, interns, etc. In performing this significant role, the Compensation and Benefits Officer should do the monthly payroll calculation, report analysis, social security and tax filing etc. The person should also work closely on the coordination of implementing the University HR Information System (HRIS). He/she should maintain the system data and records, produce and analyze reports and metrics, and assists employees with HR information system operations.

Reports to:

HR Manager – Compensation and Benefits

Essential Duties:

- Provide sufficient data and work with vendor or independently to calculate the monthly payroll for DKU employees, internship students, and part-time workers.
- Work on the salary and benefit of DKU expats and Duke assignees, ensure their China individual income tax is paid in an optimized and compliant way.
- Manage a full range of human resources benefit, including the social benefits in or out of Kunshan, supplemental health insurance as well as the other existing or future benefit programs.
- Work on the personnel contracts portfolio, including but not limited to employment contracts, internship agreement, volunteer agreement, labor agreement, etc.
- Collaborate with the staff in HR, IT and the vendor to implement and maintain the HRIS.
- Be the liaison person between the vendor and HR, and be the customer service person to solve non-IT problems to all users.
- Run reports and collect data required by the government and other departments, either from the HRIS or outside of the system.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Bachelor's degree or above in Human Resources, Information Management, Finance or related majors.
- Two to three years of experience in Compensation and Benefits or HR Information System management or related positions.
- Rich project management skills and experience.
- Fluent English and Mandarin in both written and oral
- Proficiency in MS Office applications.
- Excellent interpersonal and communication skills.
- Familiar with the relevant local governmental policies and procedures.