HR Manager – Mobility  
Duke Kunshan University  
Job Description

Position Overview:
The HR Manager - Mobility will perform a variety of tasks that support the overall employee mobility of the university. This individual plays an important role in attracting and retaining faculty and staff. This includes implementing and managing mobility processes and services, ensuring mobility services align with current and future needs, managing expats’ work authorization and facilitating employee onboarding process as well as supervising team members and managing the flow of team tasks. As a manager in HR Office, you will also be involved in the HR policies framework establishment and other key HR projects.

Reports to:
Senior Director of Human Resources

Essential Duties:
- Develop, maintain and improve mobility policies, processes and procedures, including but not limited to work authorization, visa, housing allocation, etc.
- Ensure mobility activities are in compliance with government and university policies and procedures. Remain deeply involved in the day-to-day operation of the mobility team and optimize its function.
- Closely monitor all aspects of the visa and immigration process, ensuring its effectiveness and efficiency.
- Responsible for team production and quality control tasks. Help team members develop work plans and assist them to realize them. Lead the team to provide high quality mobility services.
- Improve personal management skills and take management trainings. Help team members grow and develop.
- Manage and maintain the budget of all mobility related activities.
- Maintain good relationships with government offices, as well as all mobility related vendors and agencies.
- University employees’ job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.
• Other tasks as assigned.

Qualifications:
• Bachelor’s degree or above in Human Resources, Business Management or related field.
• Require eight years of relevant experience in industries of immigration, visa, relocation and Human Resources. Require people management skills.
• Familiar with Chinese immigration laws, visa and work permit regulations, labor laws and Human Resources related laws and regulations.
• Comfortable being hands-on as well as leading a team.
• Fluent in English and Chinese, both spoken and in writing.
• Excellent interpersonal and communication skills.