

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: HUMAN RESOURCES GENERALIST
SCALE: PRC Support Salary Scale
CONTRACT DAYS: Full Year Contract

POSITION SUMMARY:

Reporting to the Human Resources Manager, the responsibilities will be numerous and varied. In particular, this position will involve providing support to daily operations, including recruitment, expat employee onboarding and offboarding, compensation and benefits, policies and procedures guidance, and compliance.

SUPERVISED, EVALUATED BY & REPORTS TO:

Human Resources Manager

QUALIFICATIONS:

- Bachelors Degree in HR Management, Business Management or related field.
- At least five years relevant experience.
- Experience with HRMS/HRIS/ERP systems.
- Excellent knowledge and use of MS Office, including advanced applications pertaining to Excel.
- Data-driven with solid analytical and reporting skills.
- Effective in applying employment law and other relevant legislation to human resources processes.
- Efficient and effective in handling matters consistently, accurately, timely and confidentially.
- Mandarin native speaker.
- Excellent communication and writing skills in English.
- Proactive, self-motivated and detail oriented.
- Strong communication, interpersonal, customer service orientation necessary.
- Excellent organizational and planning skills with the ability to multi-task, organize and prioritize assigned tasks.

PERFORMANCE RESPONSIBILITIES:

- Support to recruiting and onboarding
 - Coordinate all necessary procedures for the successful transition of new hires, including but not limited to collection and translation of paperwork for visa invitation letter, work and residence permits
 - Handle administrative tasks for onboarding, new hire orientation and offboarding, including entering data into ERP system and auditing for accuracy and compliance.
- Data Management and Reporting
 - Monitor and comply with personnel record keeping procedures for the purpose of ensuring compliance with established guidelines.
 - Check the attendance in HR system.
 - Manage and monitor ERP system to guarantee data accuracy and actuality.
 - Identify any areas for improvement and work with vendors on any upgrades to ensure that the ERP system continues to satisfy the needs of the school.
 - Manage all salary data.
- Human Resources Generalist
 - Deal with day-to-day employee requests.
 - Assist in the communication, interpretation, and upkeep of employee handbook and contribute to the development of policies.
 - Manage assigned personnel files and database.

- Provide effective and dedicated services to employees in relation to HR related matter, e.g. leave management, health insurance and all other employee-relations matters.
 - Coordinate school-wide projects, including, but not limited to, contract and salary renewal for employees.
 - Manage campus substitutes in collaboration with divisional vice principals.
- Assist Visa Administrator with residence and work permit related application process, including but not limited to data input, paperwork translation and filing. Other reasonable duties as assigned.

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.