

## Global MNC Spirit Group\_ HR Executive

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Company: Michael Page

Location: Taiwan

Category: other-general

### About Our Client

Global MNC Spirit Group

### Job Description

#### Data Digitization and Management:

Digitize and systematize employee records, encompassing both former personnel over the preceding 5 years and current staff, by establishing electronic files and an Excel database.

Conduct thorough audits of personnel files to ensure adherence to crucial documents such as confidentiality agreements and completion of code of conduct training.

Safeguard the precision, confidentiality, and efficiency of HR databases, spreadsheets, and systems (Payroll, Leave, SAP). Additionally, oversee tasks like managing overtime, maintaining leave records, supervising the LINE attendance system, and regulating access.

#### Recruitment Coordination:

Play a pivotal role in the recruitment process by overseeing the publication of job openings

on internal and local talent acquisition platforms and efficiently coordinating interview schedules.

Perform preliminary screenings of candidates, acting as the initial point of contact and evaluating applicants for basic qualifications.

#### Compensation:

Aid employees in enrolling or withdrawing from insurance programs.

Support the HR Advisor in monthly payroll processes and annual tax handling.

Coordinate quarterly and annual performance reviews, collaborating with department heads to ensure comprehensive assessments with explicit objectives and development plans. Additionally, address troubleshooting issues in the PDR system with headquarters.

#### Training & Development:

Execute and manage training initiatives. Provide support for training logistics and communication processes.

**Policy Compliance:** Revise the employee handbook and company policies to align with local labor laws.

Offer guidance, support, and follow-up on company policies, procedures, and documentation.

#### Other Responsibilities:

Serve as the primary point of contact for fundamental HR issue resolution.

Establish and maintain vendor profiles, assist with expense reimbursement, and manage invoicing processes.

### **The Successful Applicant**

Minimum 2 years of HR experience with a strong understanding of labor laws.

Confident communication in Chinese and English.

Strong interpersonal, communication, analytical, and problem-solving skills.

Effective management of multiple priorities.

Basic computer literacy, including Microsoft Office Suite (Word, Excel, PowerPoint).

Commitment to maintaining strict confidentiality of HR and company data.

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