

# Taiwan Jobs Expertini®

## HR & Adm Manager

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Company: Ipsos

Location: Taiwan

Category: other-general

### HR

- Plan and organize timely and accurate preparation of human resources regulatory reports for management to facilitate decision making
- Recommend new policies, processes and procedures to meet the changing requirements of internal clients
- Ensure that newly hired employees are properly oriented about the company and recorded into the relevant systems
- Ensure termination of employees are complied with policies and procedures and exit interviews are conducted with summary reports prepared on regular basis
- Ensure proper administration of benefits programs in related to new hires, termination and other changes in employment status
- Work closely with managers on performance management issues

### ADM

- Responsible for office administration functions, include property management, purchasing, and other matters relating to facilities management.

### Education

Bachelor degree or above in business or HRM

### Related Experience

At least 6 years experience in HR, 2 years in managerial role

Logical thinking, pleasant personality, patient and reliable

Good communication and presentation skills

Devoted and aspiring practitioner

Language

Proficient in English

Proficient in Mandarin

Required Behaviour Competencies

Able to work independently

Creative, open-minded, motivated and mature interpersonal skills

Effective communication skills

Team player

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