

Taiwan Jobs Expertini®

HR Specialist

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Company: AS020 Vishay General Semiconductor Taiwan, Ltd.

Location: Taiwan

Category: other-general

We are seeking great talent to help us build The DNA of tech.®

Vishay manufactures one of the world's largest portfolios of discrete semiconductors and passive electronic components that are essential to innovative designs in the automotive, industrial, computing, consumer, telecommunications, military, aerospace, and medical markets. We help the world's most in-demand technologies come to life. Every day our products touch your life and the lives of people across the world, though you likely do not know it. Come join us and help us build The DNA of tech.™

Vishay Intertechnology, Inc. is a Fortune 1,000 Company listed on the NYSE (VSH). Learn more at www.Vishay.com.

Do you want to help us build the DNA of tech.? Vishay General Semiconductor Taiwan, Ltd. is currently seeking applicants for a **HR Specialist**.

You will be responsible for managing employee data, payroll, attendance, and files, along with insurance records. Also handles monthly insurance payments and timecard system maintenance. Involved in projects like replacing the timecard system and organizing the year-end party. Additionally, generates reports on headcount, turnover rate and monthly attendance.

Job Location:

Vishay General Semiconductor Taiwan, Ltd. is the headquarter of Diodes Division, one of the world's leading manufacturers of discrete semiconductors--Diodes, Rectifiers and TVS. We are one of the earliest foreign electronic companies established in Taiwan. We provide you with responsible and ethical leadership and encourage open communication with our employees,

governmental agencies, suppliers, contractors and industry groups. We are located in the heart of Xindian District, New Taipei City, where the public transportation and living functions are quite convenient, just 10 minutes walking distance from Qizhang MRT Station and Yulon City mall.

What you will be doing:

Responsible for maintaining DL personnel data, payroll, attendance, personnel file filing, working calendar, NHI/LI/LPA and group insurance

Responsible for monthly NHI/LI/LPA and group insurance payment request

Responsible for maintaining timecard system and participating in replace timecard system project

Responsible for Accur445 and payroll interface process

Responsible for Headcount and Turnover rate report

Responsible for monthly attendance report

Support year-end party project

What you will bring along:

Bachelor's degree or above

Minimum 2 years of experience in Human Resources, IT experience is a plus

Great computer and communication skills

Familiar with Labor Standards Act

Familiar with LI/NHI/LPA and group insurance process.

What can we offer you for your talent:

Vishay offers a comprehensive suite of benefit programs including health care coverage, group insurance, financial support programs and other resources designed to help you achieve your personal and professional goals. With us, you'll experience unique career paths, an open and collaborative culture, a stable business that will be there for you, and opportunities to work globally and locally. In addition to our benefit programs, we also provide you a comprehensive of work-related trainings and a work-life balance working environment. You'll get a chance to participate in various club activities, annual dinner party

and other special events. We also have employee canteen, library, an on-site clinic and health care activities to ensure your well-being.

Do you have the skills we need? Are you ready to power your career as you power the world? If so, apply today.

Vishay committed to a workplace free of harassment and unlawful discrimination. We do not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices.

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