



Camera di Commercio Italiana in Cina

中国意大利商会

China-Italy Chamber of Commerce

China-Italy Chamber of Commerce  
Career Day 2020

Job Description

Position: **HR Project Referent**

**Job Description (100 words):**

- Responsible for local employees and expats personnel C&B management in coordination with payroll agencies;
- Support Expatriates management (visa, working permit, travelling, benefits arrangement..);
- Prepare, process and review with the support of the Management a variety of documents such as applications, employee files, labor contracts drafts, payroll records according to local labor requirement and internal company and group procedures;
- Establish basic legal and medical records for current staff and prospective candidates for employments;
- Responsible for on-boarding of new employees, maintain and update employees electronic and hardcopy records and information according to Company standards;
- Support in the preparation of the reporting and budgeting activities relevant to the HR function;
- Other related duties as assigned by the HR Manager.

Job location: **Shanghai**

Type of job (full-time, part-time, internship): **Part-time**

Required experience: **2-4 years' experience in the HR function**

Starting date: **July 2020**

Salary (if indicated): **Confidential**

**Candidates' requirements (100 words)**

- Fluent w/s English and Chinese native, good communication and organizational skills;
- Team working, proactive attitude, ability to work independently respecting deadlines with strong attention to details and giving feedback to the Line Managers;
- 2-4 years' experience in the HR function in a Generalist role gained in MNC companies with strong knowledge of labor related-ordinance and taxation implications;
- Min. Bachelor's degree. HR, Administration, Economics degrees or specialization will be considered preferential;
- Proficient in MS Office applications.



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**Company Information**

Company Name: **Eni Lubricants Trading (Shanghai) Co., Ltd.**

**Company Description (100 words):**

**Eni is an Italian energy company, ranking in Fortune 500 and currently the 7th largest oil company in the world. It operates in 73 countries with more than 33.000 employees.**

**Eni lubricants are sold in more than 80 countries worldwide, providing cutting-edge lubrication technologies for automotive and industrial applications. ELTS is the subsidiary of Eni based in Shanghai, in charge of sales and marketing activities on the local market. Eni lubricants are mainly imported from Italy/Spain/Singapore but also produced locally, and then sold all over China through a network of authorized distributors.**