

Job details

[General information](#)

Entity

BSS TurboTech Ltd is a full round of cooperation from technical research to product development and production on civil turboprop engine power turbine and flame tube, providing modules for mother companies AECC-SI (AECC Group) & SAFRAN Aircraft Engines (Safran group).

[Job details](#)

Main domain/Job field

Internship Human Ressource

Job title

BSS TurboTech Internship Human Resources in Beijing

Employment type

Internship

Part time / Full time

Six months

[Job description](#)

The company seeks a personable and highly motivated HR intern to support the HR manager in HR Management. If you're ready to kickstart your career in Human Resources and build multi-functional experience of HR, this is the internship for you.

The candidate will serve an important role in the Company by assisting with multi-functions that enhance the service of HR providing to all employees and will work closely with seasoned HR professional and dabble in several human resource functions including benefits administration, talent acquisition, performance management, strategic planning and training etc. In addition to learning the essential role of HR in BSS-TURBOTECH, the candidate will spend a significant amount of time learning about a cross-function management system and operations in the application of high-tech industry.

The main job responsibilities will be:

- To assist with the management of the entire onboarding life cycle
- To assist with the talent acquisition process including updating the job description, manning booths in Job fairs, creating/placing job advertisement and coordinating the interviews
- To assist with the HR reporting facets including creating and running ad-hoc reports and dashboards
- To assist in the organization and coordination of the HR policies and procedure

You will enjoy working with a diverse group of talents, coming up with creative solutions to problems and accomplishing work in a team-based environment.

Internship Human Resources

Profile required

- Hold a bachelor degree in Human Resources Management or business major
- Basic knowledge of labor legislation
- Experience as an assistant or similar junior HR role is a plus
- Good knowledge of MS Word, Excel, Outlook, PPT
- Good communication skills in English (written and spoken)

Job location

Job location

China

City (-ies)

Shunyi District, Beijing China

Candidate criteria

Minimum education level achieved

Bachelor degree

Minimum experience level required

No

Lean Sigma Certification

No

Number of position(s)

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Contact:

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