



Hewitt Associates (NYSE: HEW), a global human resources consulting and outsourcing company, helps leading organizations around the world anticipate and solve their most complex benefits, talent, and related financial challenges. With a history of exceptional client service since 1940, Hewitt has offices in 33 countries and employs approximately 23,000 associates.

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C&B Specialist (Shanghai) / 薪资福利专员

Job Profile:

- Administrates monthly staff payroll timely and accurately; handles daily social welfare and employee benefit administration and communication, including mandatory and supplementary benefits (e.g. medical insurance), etc.
- Completes monthly staff hiring and termination process timely and ensure legal compliance. Creates and maintains staff information records and personnel documents and update the relevant information in HR system accurately
- Assists in development and review of C&B policies and procedures
- Assists in mid-year and annual salary review, bonus payout and HR budgeting process
- Conducts C&B policy and program related internal training and handles daily inquires from employees
- Maintains external vendor relationship in the C&B area
- Other tasks or projects assigned by HR manager

Qualification:

- College degree above
- 1-3 years experience as C&B role in multinational company
- Familiar with Labor Law, Labor Contract Law and other nation-wide labor relationship related regulations
- High sense of confidentiality and attention to details
- Highly proficient in Excel skill; Good Word and PowerPoint skill
- Proficient in English writing and speaking
- Good interpersonal and communication skill
- Proactive attitude and teamwork spirit
- Hard working and great sense of responsibility

We offer competitive total compensation package which include cash pay, supplemental benefits, and a flexible working environment to all our associates. If you think you meet the requirements stated above and are keen to take on an exciting, rewarding yet challenging role at Hewitt, please mail your resume to:

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(Please use attachment, and do not attach any photos)