

The Melchers China organization is a member of the globally operating Melchers Group. Headquartered in Bremen, Germany, C. Melchers GmbH & Co. KG is privately-owned and was founded by Carl Melchers (1781-1854) and Carl Focke in 1806. Establishing its first Asian branch in 1866 in Hong Kong, the company is engaged in doing business in Asia ever since.

Melchers is a global company with a wide range of services and trading know-how in diverse business areas. The services cover the entire value chain – from product development and manufacture through sales and retailing to marketing and after-sales service.

It is our mission to create long-term value through customer-centric and customized approaches. Rooted in our entrepreneurial mindset and openness, we seize market opportunities without industry boundaries or predefined constraints.

We are currently seeking a:

## **HR Intern**

Location: Shanghai

### Responsibilities

- Collect & verify the employees' info in P-file & iScala;
- Prepare & distribute job related certifications / social security card / work permit etc.
- Collect & verify attendance records;
- Translate documents as required;
- Support Employee Activity & HR Projects
- Other tasks assigned by the HR supervisor.

### Qualifications:

- University undergraduate students, major in Human Resources or related field;
- Proficient in English reading and writing, fluent oral English is preferred

- Excellent skills in MS office;
- Outgoing person with strong customer service spirit;
- Good at teamwork cooperation;
- Can work least 3 days a week