

Job Title: Human Resources & Operations Team Member	
Job Code:	Grade:
Reports to: Human Resources & Operations Team Leader	
Salary Range: TBA	
Priority Deadline: ASAP	

Position Summary/Responsibilities

SUNY Korea is seeking a talented new team member to join Human Resources & Operations Team, Office of Administration. In this position, an employee performs a wide variety of duties related to labor relations concerns, recruitment/hiring process, personnel committee, and other general affair tasks that are assigned.

Responsibilities

- Tasks related to Labor Relations (노무)
 - Reviewing employment contracts for SUNY Korea staff members
 - Managing flexwork / over-time work
 - Tasks related to hiring new staff members
 - Tasks related to employee discipline
 - Tasks related to employee evaluation (fixed-term employee and annual employee evaluation)
 - Update and keep records of annual leaves, manage leave of absence/return to work process
 - Tasks related to Personnel Committee (employment status conversion, disciplinary actions)
- Supporting Labor-Management Council related tasks
- Other general affair tasks that are assigned

Qualifications

- Minimum of 1 year of work experience in related field
- Candidate with related degree/major preferred (HR, Labor Relations, Labor law)
- Knowledge in employment law, Certified Public Labor Attorney(공인노무사) preferred
- Fluency in both English and Korean writing and communication skills