

HR & Operations Team Member (HR)

Dept./Office	Administration
Team	Human Resources & Operations Team
Position	HR (Team Member)
Reports to	Human Resources & Operations Team Leader

Position Summary

SUNY Korea is seeking a talented new team member to join Human Resources & Operations Team, Administration. In this position, an employee performs a wide variety of duties related to HR, including hiring, training, and other HR-related tasks that are assigned.

Responsibilities

- Oversee the entire recruitment process from start to finish: screening resumes, posting job descriptions on various recruitment channels, responding to candidates, and scheduling interviews
- Conduct and develop onboarding process
- Manage annual leaves, as well as the leave of absence and return to work process
- Organize annual employee performance reviews and employment status conversions
- Manage employee benefit programs
- Develop and implement employee training programs
- Provide administrative support for payroll
- Provide optimal support for general inquiries related to HR policies and documents
- Maintain accurate and up-to-date employee records
- Provide assistance in preparing documents for applying and extending visas for global employees
- Update and develop HR Guidebook

Qualifications

- Bachelor's degree
- Fluency in both Korean and English writing and communication skills
- Minimum of 1 year of experience in HR management
- Proficient in MS Office

Preferences

- Ability to work independently and as part of a team
- Effective administrative skills to organize and prioritize tasks
- Excellent communication and interpersonal skills
- Proactive problem-solving attitude
- Understanding of Korean Labor Laws