

培训专员：**岗位职责：**

- 1、协助部门完成本地培训体系的搭建、落地及培训运营支持
- 2、收集各部门培训需求，对接讲师完成培训前期准备
- 3、协助部门完成培训课程的开发、更新和落地
- 4、定期跟踪培训结果，收集反馈

（第1年在中国作为培训助理，支持相关的培训；第2年派回非洲（肯尼亚/尼日利亚/埃塞，视学院业务发展情况）

任职要求：

- 1、本科及以上学历，专业不限，人力相关专业优先考虑（仅限非洲留学生投递）
- 2、熟练使用办公软件，软文文案能力优先；有自媒体运营、平面设计经验更佳
- 3、聪明伶俐，具备良好的沟通能力和较强的抗压能力
- 4、熟练掌握英文读写能力，中文流利者优先

Training Specialist:**Job Responsibilities:**

1. Assist the department to establish the construction of the local training system
2. Collect the training demands from departments, contacted the lecturer to complete the preparation of training
3. Assist the department to develop and update the training courses.
4. Regularly follow up training results and collect relevant feedback
(The first year, the candidate will be as a training assistant in China and support the related training; the candidate will be sent back to Africa in the second year (Kenya/Nigeria/Ethiopia, depending on the business development of the college))

Job Requirements:

1. Bachelor degree or above, no limits in major, manpower related major is preferred (only for African students)
2. Proficient in using office software, soft text writing skills are preferred; Experience in We-media operation and graphic design is preferred
3. Good communication skills and strong ability to work under pressure
4. Good ability of spoken and written English, good Chinese is preferred

海外 HRBP

岗位职责:

- 1、本地 HR 工作规划及落地，助力业务发展及组织能力提升；
- 2、协助部门完成本地人员招聘规划及落地：招聘需求澄清、渠道搭建、寻源、面试录用等一系列工作；
- 3、依据业务战略，搭建本地人才培养体系，提升员工能力水平，建设人才梯队；
- 4、根据总部政策与当地法律法规，制定本地人力资源管理制度、政策与流程，并监督实施

（第 1 年在中国作为储干，在人力资源各个模块进行轮岗，期间安排不定期的海外出差；第二年根据业务情况进行工作地安排）

任职要求:

- 1、本科及以上学历，专业不限，人力相关专业优先考虑（仅限非洲留学生投递）
- 2、熟练使用办公软件，具备良好的团队合作精神，分析能力
- 3、具备良好的沟通能力和较强的抗压能力
- 4、熟练掌握英文读写能力，中文流利者优先

Overseas HRBP

Job Responsibilities:

1. Daily HR work, assist the business development and organizational ability improvement;
2. Assist the department to complete the local personnel recruitment plan : Clarification of recruitment needs, Resource channel building, Resources search, Interviews and Employments, etc.;
3. Improve the ability level of employees, and build the talent team according to the business strategy, build the local talent training system, ;
4. Formulate local human resource management systems, policies and procedures according to headquarters policies and local laws and regulations, and supervise their implementation

(In the first year, you will work in China as a associate trainee, rotate in each team of human resources, and arrange overseas business trips irregularly during this period ; Work location arrangement in the second year will be referred to business situation)

Job Requirements:

1. Bachelor degree or above, major is not limited, manpower related major is preferred (only for African students)
2. Proficient in using office software, good team spirit and analytical ability
3. Good communication skills and strong ability to work under pressure
4. Good ability of spoken and written English, good Chinese is preferred

企业文化专员

岗位要求：

- 1、负责面向传音海外员工的微信平台的运维，撰写日常传播软文和推送；
- 2、负责海外员工的文化大使团队搭建和运营；
- 3、负责面向海外员工的企业文化培训

任职要求：

- 1、本科及以上学历，专业不限（仅限非洲留学生投递）；
- 2、认同并理解传音文化，热爱文化传播工作；
- 3、有一定的策划和写作功底，条理清晰，见解独到；
- 4、乐于沟通，有较强的团队合作能力，愿意与团队长期共同成长；
- 5、精通英语或法语，中文流利者优先

Corporate Culture Specialist

Job Requirements:

1. Responsible for the operation and maintenance of the WeChat platform for Transsion overseas employees, daily writings communication advertorials and push;
2. Responsible for the construction and operation of the cultural ambassador team for overseas employees;
3. Responsible for corporate culture training for overseas employees

Job Requirements:

1. Bachelor degree or above, no limits in major (only for African students);
2. Agree and understand the Transsion culture and devote to the cultural communication work;
3. Have certain scheme and writing skills, clear thinking and opinions;
4. Willing to communicate and have strong teamwork skills, willing to grow

with the team for a long time;

5. Good in English or French in reading and writing, good Chinese is preferred