



WELLINGTON COLLEGE  
INTERNATIONAL  
TIANJIN

## **POSITION: HR Specialist**

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Wellington College is committed to providing world-class educational opportunities in the city of Tianjin. We seek to recruit and develop staff members who are fully engaged with the stated vision of the school – [to] “aspire to create a caring, international community that develops well-rounded individuals with strong values and the skills to thrive within an ever-changing global society” and who are guided in their professional and personal conduct by the core Wellington values – courage, respect, integrity, kindness and responsibility. In this way, the post holder should regard the following outline of the job description not as a checklist of things to achieve, but as a starting point for their growth in the role.

### ABOUT US

Wellington College Tianjin represents the marriage of traditional values and progressive education. Our Wellington values of Courage, Kindness, Responsibility, Respect and Integrity are as pertinent today as they were more than 150 years ago when Wellington College was founded.

Our vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Wellington identity. This will be based on a model of holistic education and pastoral provision that establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and beyond life at the College.

We aspire to create a caring, learning community that develops well-rounded individuals with strong values and the skills and identity to thrive within an ever-changing world.

Wellington College Tianjin currently comprises of three schools. Together they serve approximately 600 pupils. The colleges are:

Wellington College International Tianjin  
Wellington College Bilingual Tianjin Nursery  
Wellington College Bilingual Tianjin A-Level Centre

**JOB TITLE: HR SPECIALIST**

**DEPARTMENT: HR DEPARTMENT**

**REPORT TO: HR MANAGER**



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**KEY RESPONSIBILITIES:**

Duties of Foreign Affairs:

1. Responsible for Expatriate teachers and dependents, Gap year students and Visitors Visa, expert certificate and Residence permit to make sure the on time treatment and receiving;
2. Proactive communication with teachers and government for the materials required and any issue may encounter;
3. Be clear about the application status and key risk highlighted to managers to make sure the whole process smooth;
4. Responsible for the extension of the expert certificate and residence permit with well management and arrangement in advance;
5. Help the new teachers on shipping arrival and custom clearance;
6. Handle Expatriate teachers' SIM cards related issues;
7. Foreign students' residence permit issues dealing with;
8. Support to annual inspection with government;

Duties of Expat teachers' Apartment:

1. Coordinate with agent / self-rental for apartment searching, apartment seeing, rental contract.
2. Welcome Package preparation for new expat teachers and settle in.
3. Conduct apartment check-in & check-out with agent / self-rental.
4. Regular payment and record keeping of rental fee.
5. Promptly help teachers with apartment related problem solving.

Duties of HR Function: Other tasks assigned by the supervisor.



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**PERSONAL QUALIFICATION:**

Qualifications:

- Bachelor's degree or above in relative areas;
- Over 2 years working experiences in HR area, expatriates process handling experience is a plus;
- Good at both oral and written English as working language;
- Responsible, careful on details, clear mindset, problem solving skill;
- High potential and desire to learn more things and open mind for continuous improvement;
- Proactive and initiative
  
- Responsible, reliable and passionate, spirit of good-service.

*“Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.”*

***ITFCP Statement of Commitment***

*Wellington College China schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.*

*Updated by 15<sup>th</sup> Sep 2022*