



EunaCon HR Solutions & Services Ltd. is a member of EunaCon Consulting Group, established in 2002, and is an officially licensed German HR Consultancy with focus on Executive Search.

With many years of practical experience in the fields of HR in China, we have gained invaluable knowledge and expertise in the market which we gladly pass to our clients. We are able to put ourselves in your position and understand your needs.

We aim at delivering high and sustainable value to you. Our dedicated consultants combine German quality standards with local expertise in order to attract the best talents and HR services for our clients. This makes us a true asset for you when it comes to the following services in China:

As our business is expanding, we are currently looking for experienced

Research Specialist
(Pudong, Shanghai)

Responsibilities:

- Identify and approach potential candidates via cold calls and network platforms;
- Screen and interview candidates;
- Prepare weekly report for clients;
- Manage documentation in project processes;
- Maintain and update database;
- Support consultants or line managers in recruitment projects;

Requirements:

- College or university degree preferably in English literature or business studies;
- Open-minded and willing to learn;
- Good (phone) communication and analytical skills;
- Self-driven, well organized and strong sense of responsibility;
- Able to communicate in English with foreign colleagues (writing & reading);
- Profound knowledge of MS Office software.

If interested in this position, please send your English CV with photo to john.shi@eunacon-hr.cn