



## SHL Overview/ 公司簡介

SHL Medical is a world-leading solution provider in the design, development and manufacturing of advanced drug delivery systems with more than 5000 employees worldwide. Our customers include top pharmaceutical and biotech companies from around the globe that require innovative devices such as auto injectors or pen injectors to effectively deliver their drugs. Headquartered in Switzerland since late 2018.

To know more about our company: <https://www.shl-medical.com/zh-hant/about-shl/>

瑞健集團是世界領先的藥物輸送系統設計、開發和製造解決方案提供商，在全球擁有 5000 多名員工。我們的客戶包括來自全球的頂級製藥和生物技術公司，他們需要創新設備（例如自動注射器或筆式注射器）來有效地輸送藥物。瑞健集團自 2018 年底以來，於瑞士設立全球總部。

了解瑞健集團更多: <https://www.shl-medical.com/zh-hant/about-shl/>

## Job Content / 職務內容

### HR Intern

We are looking to hire the HR Intern to manage and maintain our human resources records, assist recruiting relative and HR activities. In this role, you will be responsible for obtaining and recording HR information, managing the HR database, and assisting company employees with enrollment procedures and HR-related issues.

快速成長的瑞健集團正在不斷擴大徵才，我們在尋找對 HR 領域有熱情、細心負責的實習生，和我們一起招募人才、完成各項挑戰！在這個計畫中，你可以：1. 累積在規模 5000 人以上外商醫療器材公司並與跨國團隊合作的工作經驗 2. 學會職場中的應對進退、做事方法 3. 滿足自己對於 HR 的好奇心&培養 HR 的經驗

### YOUR RESPONSIBILITY

- Communicating with potential job candidates.
- Managing HR records including, résumés, applicant logs, and employee forms.
- Issuing employment contracts and verifying completion.
- Issuing new employees with enrollment documents.



- Supporting employee orientations
- Explaining employee benefits.
- Other HR projects/ other assigned duties

#### **YOUR PROFILE**

- College students/ Graduate school students/ Fresh graduate
- Recruitment related experience will be a plus
- Good at Microsoft Office application (Word, Excel, PPT)
- Good command of the English language
- Familiar with social media and can edit videos will be a plus
- Good team player with effective communication, interpersonal and organizing skills
- Positive thinking, proactive, independent, self-motivated, and detail-oriented
- 20+ working hours per week

※本職務為長期配合之實習職務，且每週至少可配合 20 個小時以上排班，能配合半年以上者優先錄取

※表現者佳有優先轉任正職機會。

#### **How to Apply / 如何應徵**

Apply the job with your resume & autobiography (Personal collections/ Reference letters would be a plus) at:  
[mathilda-yeh@shl-medical.com](mailto:mathilda-yeh@shl-medical.com) (人力資源處葉小姐)

請將履歷及自傳(有推薦信者加分)至以下電子郵件:

[mathilda-yeh@shl-medical.com](mailto:mathilda-yeh@shl-medical.com) (人力資源處葉小姐)