

More information

Name and registered office of the principal company: Ananda Hungary Kft.	Company introduction: https://ananda-drive.com.cn/
Name of contact: HRBP:Lesley QIN Operation manager:Andrew Dai	Contact: Lesley QIN:13472524643,xin.qin@ananda-drive.com Andrew Dai:15502198790,weifeng.dai@ananda-drive.com
Job title: HR and Administration Generalist	Open reason:Confidential recruitment, find a young and high potential substitute
Number of employees (in case of leader position): around 20	
Place in organization, classification, number of colleagues in the group: belong to HR team,report to Andrew (Operation Manager)and Owen(HRD in headquarter) .individual role. 8 team members in HR Group including HQ,1-2 people in hungary.	
Location of work: 8000 Székesfehérvár, Rozmaring u. 1/A.	
Working hours (home office) 7: 30-15:30 (20 minute for meal) Tend to work entirely in the office. if must work from home:stay at home for no more 1 day a week. But not at the beginning of the month (6th to 8th, busy with salary and attendance calculation)	Non fixed term contract
Preferred start time: onboard as soon as possible	

Tasks: Ranking of main job responsibilities: 1. personnel recruitment 2. dealing with invoices, 3. support for visa processing (prepareing documents based on embassy, immigration office's requirements) 4. Logistics order entry (not many, 1-2 times a year When other employees are on vacation and there is a shortage of workforce)	
Essential experiences: 1. At least 2 years of continuous human resources experience (recruitment, payroll) 2. willingness to support administrative tasks,such as administrative procurement and invoice tasks. 3. Temporary support: Contact logistics for returns in the system, do it in English (only happen when someone is on sick leave or holiday)	
Advances: 加分项 ● Can speak Chinese ● can independently calculate employee salaries	
Preferred characteristics: 1. Familiar with local labor laws and payroll ; 2. Be down-to-earth and flexible in;	
Marked gross salary: 700000-1000000HUF	Additional benefits: floating salary 2% monthly, yearly bonus: 10% of the yearly salary, commuting fee 30 HUF/km to employees who comes from other city/village to work.
Career opportunities, further education: 岗位发展路径和行业培训。 At present, it is an individule position. Depending on business needs, the team may be expanded ,have opportunities of becoming a leader.	
Which companies are preferred- from the applicants can apply? Not limited, priority can be given to those with factory backgrounds and fluent English.	
Where should the applicant not come from? (eg.: corporate sector)	

Is the position free to advertise?

Yes.

Other: You can compare the experience differences of candidates with different salaries, collect information on the talent market, and choose candidates who are more suitable

Why join us:

- **Global Platform:** Headquartered in China with a strong presence in Europe and the US, offering excellent cross-cultural collaboration opportunities.
- **Simple & Efficient Culture:** A flat organizational structure with a small team ensures easy communication and a positive, stress-free work environment.
- **Core Role with Ownership:** Take full charge of the local HR and Admin functions in Hungary, enjoying a high degree of independence and professional recognition.