

2018 NU SKIN 如新大中華全球校園招聘職位
2018 NU SKIN GREATER CHINA GLOBAL CAMPUS RECRUITMENT

工作地點：臺灣、上海、香港等

基本任職要求：

1. 大學及以上學歷；
2. 具有優秀的溝通能力、表達能力及執行能力；
3. 積極主動、高效抗壓的工作態度，具備團隊合作精神；
4. 流利的中英文表達能力；
5. 英文測驗成績 TOEIC 750 / IELTS6/ CET-6 以上。

一、 部門：市場行銷 職位：產品培育 (產品諮詢、產品培訓講師)

1. 擔任訓練課程講師，並提高事業經營夥伴對產品及業務推廣能力；
2. 培訓內部業務及客戶服務部同仁等，確保與產品相關的服務品質；
3. 提供產品諮詢服務，收集業務合作夥伴/分銷商的建議，協助提升事業經營夥伴對產品的使用知識，並妥善處理客戶對產品的反饋建議；
4. 主動瞭解不同市場的培訓需求，並提出訓練課程建議供主管參考；
5. 執行公司所需的產品訓練專案。

二、 部門：市場行銷 職位：善的力量 (企業社會責任)

1. 策劃並組織執行 CSR 活動以說明提升公司社會知名度；
2. 策劃並籌組如新志工活動，深化公司企業文化，增強內部凝聚力和提升社會形象；
3. 鞏固與各慈善機構的良好關係，促使各項慈善公益專案的順利運行；
4. 收集分析產業的企業社會責任活動訊息並提出建議和方案，以協助主管掌握業內動態；
5. 參與各類 CSR 獎項評選，爭取相關獎項以提升公司社會形象；
6. 負責撰寫所負責 CSR 相關專案的宣傳文案，製作相關宣傳資料，以推廣如新“善的力量”項目；
7. 建立並維繫與各慈善媒體的良好關係，提升慈善專案獲得良好的媒體宣傳助力；
8. “善的力量”網站等媒體的規劃和及時維護，以確保如新善的力量文化的宣傳。

三、 部門：市場行銷 職位：整合傳播

1. 協助收集整合視頻製作所需資料；
2. 協助完成公司宣傳視頻的剪輯和上傳工作；
3. 對既有視頻及其它圖文素材進行歸檔；
4. 協助製作具宣傳效果的影片或廣告片。

四、 部門：市場行銷 職位：品牌行銷

1. 撰寫及發佈公司宣傳文稿，檢視媒體露出效果，以確保公司宣傳文稿之曝光數量及品質；
2. 掌握媒體動態，收集各地市場需求資訊及反饋，與相關媒體維繫良好互動

Location: Taiwan, Shanghai, Hong Kong

Basic Job Requirements:

1. Bachelor degree or above;
2. Good competence to communicate, express and execute;
3. Takes initiative, work efficiently under pressure, supportive & good team player
4. Fluent in Chinese & English communication skills;
5. English proficiency basic requirements: TOEIC 750 / IELTS 6 / CET-6.

A. Department: Marketing

Position: Product Education (Product Consulting, Product Educator)

1. Assume the training courses do cent to improve the business partners/ distributors' ability of products and business promotion;
2. Train the internal staffs, include sales and customer service to ensure the service quality of associated products;
3. Supply the product consultant service, collect suggestions from business partners/ distributors and support them to improve the product utilizing knowledge. Also provide good solutions for the customers' feedback.
4. Investigate the training demand from market , analyze market trends, collect market products and feedback. Recommended product training direction for the reference of coaches and mentors;
5. To plan the training programs and execute the training courses. .

B. Department: Marketing Position: Force for Good (CSR)

1. Scheme and organize the CSR (Corporate Social Responsibility) activity to demonstrate and improve the company social reputation;
2. Scheme and organize the national NU SKIN voluntary activities, to intensify the enterprise culture, strengthen the internal coherence and promote the social reputation;
3. Solidify the good relationship with each charity institute to guarantee the successful operation of project;
4. Collect and analyze the social responsible information from the competitive enterprises, propose the suggestion and program to assist the director with industrial trend;
5. Participate the selection of various CSR prizes; and obtain the relative rewards to improve the company social image;
6. Be responsible to write the promoting article of the associated CSR project, and produce the relative promoting information to promote the new projects, such as FFG;
7. Establish and solidify the good relation with each charity media to ensure the good media promotion of the charity projects;
8. Program and maintain the blog of Force for Good to ensure the promotion of Force for Food of NU SKIN.

C. Department: Marketing Position: Integrated Communications (Graphic, Web & Film Art Design)

1. Assist to collect and integrate the necessary data of video production;
2. Assist to complete the montage and uploading of the company promotion video;
3. Make the archives of the existed video and graphic materials;
4. Assist to produce the promotion video.

D. Department: Marketing Position: Brand Marketing

1. Compose and release the company promotion documents and supervise the process of diffusion and transmission in order to guarantee the quantity and quality of company promoting documents;
2. Master the media trend, collect the demands and market information/feedback, assist to

關係；

3. 執行品牌推廣活動，以提升公司形象；
4. 有效處理各式突發的危機事件，以穩固公司品牌形象；
5. 靈活有效地配合完成公司內部溝通；
6. 完成主管交辦的相關工作。

五、 部門：市場行銷 職位：產品行銷

1. 開發產品商機聯動計畫，成功推廣產品；
2. 檢視並評估產品推廣計畫效果；
3. 與事業經營夥伴共同推廣、吸引創新使用者購買產品，以創造和提高內外顧客忠誠度；
4. 與事業夥伴發展部門合作，參與和協助相關產品上市專案；
5. 與行銷團隊合作負責宣傳資料的計畫和公關計畫；
6. 與行銷團隊策劃部門合作執行產品上市推廣活動；
7. 協助部門產品促銷贈品/輔銷品採購。

六、 部門：人力資源及行政 職位：人才招聘

1. 負責大中華區行政員工招募；
2. 開拓、維護各個招聘管道，整合招聘資源並有效運用；
3. 與各用人部門主管保持密切溝通與合作，規畫、執行招聘工作，甄選推薦合適人選以符合單位用人需求；
4. 定期檢視招聘成效，優化招聘流程、制度，進行分析、總結及用人策略調整；
5. 建立、維護與各大學的校園活動及合作關係，與院校的保持穩定交流與合作。

七、 部門：人力資源及行政 職位：行政（設備及保全，辦公室服務）

1. 負責總部各項事務的運營，包括物業、設施設備、餐廳、班車等行政管理工作；
2. 承擔總部設施設備的運維和管理（傢俱、清潔服務、綠植服務、影音系統、保全服務系統、會議室管理服務、置物櫃管理服務等）
3. 優化相關的流程和規則，控制成本；
4. 協助或支持部門內的其他工作。

八、 部門：人力資源及行政 職位：薪酬福利

1. 維護 HR 系統，更新薪資管理模組資料，確保系統內資料準確性及時性；
2. 執行員工薪資的計算與發放，確保每月薪資及時準確發放；
3. 執行員工入離職之相關業務執行，包含勞健保、勞退、個人薪資所得稅務申報等相關事務的辦理，以確保各項工作符合法規；
4. 確保完成執行各項人事變更異動的程序作業，執行勞僱契約之簽訂、續簽，確保符合法規及合約管理程序；
5. 編制薪資報表並提供相應的資料分析與建議，提供各需求部門及時獲取正確資訊；
6. 完成主管交辦的其他事宜。

maintain the good relationship between related media;

3. Implement the brand promotion to improve the company image;
4. Resolve the accidental events to sustain brand awareness and good reputation;
5. Assist the company internal communication flexibly and efficiently;
6. Complete the associated jobs of department assigned by the coach and mentor.

E. Department: Marketing Position: Product Marketing

1. Develop the product launch programs and conduct the products launch successfully;
2. Review and evaluate the products launch effectiveness;
3. Get distributors involvement for business early adopters create and increase internal and external customers loyalty;
4. Work with sales support dept. to get their involvement and support for the launching programs;
5. Work with marketing teams to plan on local products launching communication material;
6. Work with event team to conduct related product launch activates;
7. Work with purchasing dept. to buy related premiums to support.

F. Department: Human Resources & Admin Position: Talent Acquisition (Recruitment)

1. Be responsible for NU SKIN Greater China campus and social recruitment;
2. Develop new recruitment channels and methodologies;
3. Be responsible for recruitment process and liaise with line management to meet manpower needs;
4. Provide recruitment results review and assessment timely to optimize all process & policies;
5. Maintain relationship with NU SKIN target universities and partners, and facilitate cooperation programs.

G. Department: Human Resources & Admin Position: Facility & Security

1. Be responsible for head office daily administration management including equipment, cafeteria, shuttle bus, etc.;
2. Maintain and manage all facilities and furniture, cleaning service, green plant service, pest control service, AV system, security system/service, meeting room management service, fire extinguisher system, locker management system, etc.;
3. Improve relevant policies and processes, and control the cost;
4. Complete the associated jobs of department assigned by the coach and mentor.

H. Department: Human Resources & Admin Position: Compensation & Benefits

1. Maintain HR systems, update payroll management module data, ensure system accuracy and timeliness of data;
2. Implement and calculation and payment of staff salary, ensure timely and accurate payment of monthly salaries;
3. Implement staff hiring and termination, social security, provident funds, personal income tax returns and other related matters solving, ensure that all work in line with regulations;
4. Follow up endorsement of personnel changes book, implement employee's labor contract signing and renewal, ensure regulatory compliance and contract management in an orderly manner;
5. Compile salary report, provide relevant data analysis and proposals, ensure departments in demand can obtain information timely and accurately;
6. Complete the associated jobs of department assigned by the coach and mentor.

九、部門：事業夥伴發展暨優越體驗

職位：事業發展夥伴（銷售支援、經銷商管理）

1. 定期追蹤事業經營夥伴績效、目標達成情況，以促進整體業績目標達成；
2. 激勵事業經營夥伴，表揚其卓越表現，以提高事業經營的動能；
3. 收集市場訊息並及時回饋給內部，以掌握市場情況；
4. 掌握個別事業經營夥伴、銷售的職能發展需求，適時給予其建議，以協助基礎能力提升；
5. 準確高效傳達公司相關制度政策，保證事業經營夥伴團隊理解並認同公司文化及制度；
6. 規範管理，溝通事業經營夥伴商德培育，引導、教育事業經營夥伴合法合規經營如新事業。

十、部門：商德規範 職位：事業規範

1. 調查分析不符合事業規範之案件並向有關部門提交有效處理建議，以維護市場秩序和團隊的正向發展；
2. 嚴格按照流程處理案件並完成歸檔和獎懲執行；
3. 必要時配合法務審核案件證據，盡可能減少因為對事業經營夥伴的處罰而引起的風險；
4. 案件細節及總結完備，具有完整的證據鏈；
5. 提供違規報告，以利進行進一步的調查、學習以及商德教育；
6. 及時並能準確得審核事業經營夥伴推廣事業之輔銷品；
7. 確保如新行為準則的執行，並且按照如新行為準則的規範處理案件；
8. 撰寫如新快訊(刊物)的教育文章。

十一、部門：財務及採購 職位：會計及資金管理

1. 根據公司的財務規定，審核各部門或分公司費用的支付申請，並完成各部門或分公司憑證/傳票製作，以確保費用審核及憑證/傳票製作的準確、及時；
2. 及時完成每月總帳報表的製作及分析，以確保帳務準確與及時；
3. 及時完成與相關部門往來帳務的核對，以確保往來帳務準確與及時；
4. 配合內外審計完成季度、年度審計工作，以確保審計作業如期完成；
5. 完成主管交辦的部門相關工作。

十二、部門：事業夥伴發展暨優越體驗 職位：事業活動

1. 安排每項活動的工作計畫和時間表；
2. 採購並聯繫活動場地佈置及管理，合理控制成本；
3. 高效的管理活動專案；
4. 與供應商協調場地設施，包括前期設計及舞臺搭建，佈展及其他搭建，設備及座位安排，音訊和視頻的控制；
5. 協助主管安排的其他工作；
6. 協助執行活動的前期推廣；
7. 參與並協助其他大型/大中華區域活動項目。

十三、部門：物流計畫 職位：庫存分析

1. 監控、分析所轄分公司庫存狀態，及時預警潛在庫存問題，有效合理解決，使公司庫存維持正常、合理水準；
2. 根據分公司提出的庫存變動，及時調整存貨，確保存貨與 SAP 系統一致，使銷售業務順利運行；
3. 與分公司及時有效溝通，提升服務品質；
4. 完成主管交辦的部門相關工作。

I. Department: Executive Partnership & Experience Excellence

Position: Executive Partner (Sales Support, Account Manager)

1. Plan and strategize with distributors, and monitor goal setting and provide necessary support to distributors in order to achieve the goals;
2. Utilize the various incentive plans to promote the regional sales achievement;
3. Assist to organize business conferences in different locations, and consolidate the feedback from the market;
4. Provide personalized service and customer support to distributors;
5. Promote company's mission and vision, the business opportunity, products and distributor success stories in every possible opportunity;
6. Educate distributors on business ethics to ensure business behaviors in compliance with the regulations.

J. Department: Business Conduct Compliance Position: Business Compliance

1. Study, analyze and investigate violation cases of distributors and make recommendations to relevant departments to maintain market order and healthy development of sales groups;
2. Execute timely and accurately each step of process regarding documentation and distributor pay and bonus;
3. Review the violation evidence with legal to evaluate and reduce the potential legal risk caused by penalized distributors;
4. Provide the Case Log/Case Summary/Case Tracker with case background and violators' information and evidence chain;
5. Provide the violation case report for further analysis/case study share and education purpose.
6. Timely and accurately review business support materials;
7. Ensure the practice of Code of Conduct of Nu Skin;
8. Draft the educational article on Nu Skin Express.

K. Department: Finance & Procurement Position: Accounting & Treasury

1. According to the financial regulations and policies of the company, audit the payment requests from each department and branch company; provide vouchers to each department and branch company in time and correctly to ensure accuracy and timeliness of payment audit;
2. Complete the monthly vouchers and analysis of general ledger to ensure accuracy of account on time;
3. Check the current accounts with the relative departments to ensure the accuracy of transaction and current account on time;
4. Cooperate with the internal and external audit vendors to complete the quarterly and annual auditing to ensure that audit work complete on schedule;
5. Complete the associated jobs of department assigned by the coach and mentor.

L. Department: Executive Partnership & Experience Excellence Position: Events

1. Make arrangements for the planning and schedule of each activity;
2. Take charge of procurement, contacting with the representative of activity venue, stage set-up and management and cost control;
3. Manage the activity efficiently;
4. Coordinate with suppliers, including prophase design, stage set-up, site layout & other placement, distribution of equipment & seats, and AV control;
5. Assist the other jobs assigned by coach and mentor;
6. Assist the prophase promotion of activity;
7. Participate and assist other mega events.

M. Department: Logistics & Planning Position: Inventory Management

1. Monitoring and analysis of the branches' inventory level, timely warning of potential inventory problem, effective and reasonable solution, to maintain normal and reasonable level in stock;
2. According to the company's inventory changes, timely adjustment of inventory, to ensure the consistency of inventory and SAP system;
3. Timely and effective communication with branch, enhance the service level;
4. Finish the work assigned by the supervisor.

十四、部門：法務 職位：法務

1. 研究電子商務及智慧財產權相關的法律法規，確保公司智慧財產權、保障公司合法權益；
2. 協助審查各類違規案件的調查資料及證據，以提供多元解決方案；
3. 完整追蹤事業經營夥伴違規處分案件，並及時協調美國總部達成最後決定，以確保案件處置合法合理；
4. 對網路上低價銷售的情況進行資料跟蹤及匯總並完成統計報表，提供相關部門完整資訊，降低網路上低價銷售之情形；
5. 協助審查事業經營夥伴的合同並提供有效法律建議與提醒，以降低公司違法風險；
6. 協助處理事業經營夥伴合約權益相關的各類仲裁、訴訟，以降低公司風險；
7. 完成公司定期向經濟部商業司及直銷協會等公務部門報備相關資訊；
8. 完成主管交辦的工作。

N. Department: Legal Affairs Position: Legal Associate

1. Study the laws and regulations related with E-commerce and intellectual properties; deal with the case related to violations of intellectual properties to the company to protect legitimate rights and interests of the company;
2. Assist to examine the investigating information and evidences of violation cases; provide the multiple solutions;
3. Trace the case of punishment to business partners/distributors who have got out of line completely, assist and coordinate with the headquarter to make the final decision to ensure the solution reasonable and legitimate;
4. Follow up and summarize the data of low-price sales on Internet, complete the statistics statement, find out the business partners/distributors who get out of line from the company system periodically according to the collected information and submit the list to the investigation department to reduce quantity of low-price products in Internet;
5. Assist the business partners/distributors to check the contract and provide effective legal suggestions and reminders to reduce the risks of company;
6. Assist the business partners/distributors with the various arbitrations and lawsuits of contract in order to reduce the risks of company;
7. Complete the company monthly direct sales information report to Ministry of Commerce and Industrial & Commercial General Bureau from the website;
8. Complete the relative jobs of department assigned by coach and mentor.

2018 NU SKIN 如新大中華全球校園招聘更多資訊請前往：

<http://recruitment.cn.nuskin.com/>或聯絡 HR 洽談。

More jobs information, please visit 2018 NU SKIN Greater China Global Campus Recruitment official website: <http://recruitment.cn.nuskin.com/> and contact HR department.



NU SKIN 104人力銀行
招募平台



NU SKIN 微信號