

## Human Resources Specialist

### Description

Runergy Solar is seeking a proactive and detail-oriented **HR Executive / HR Specialist** to support our overseas business operations. This role requires strong cross-cultural communication skills and the ability to quickly understand business structures, team dynamics, and local working environments.

You will play a key role in recruitment, employee lifecycle management, and cultural integration initiatives to support global team growth.

### Responsibilities

- Provide HR support to overseas business teams by understanding business operations, organizational structures, and cultural dynamics.
- Assist in **full-cycle recruitment** for key overseas roles, including job postings, resume screening, interview coordination, and candidate communication.
- Support employee lifecycle processes such as **onboarding, offboarding, probation tracking, and contract management**.
- Help organize **cross-cultural exchange activities** and team-building events to strengthen collaboration between corporate and local cultures.
- Assist in implementing and tracking **local talent development and training programs**.
- Maintain HR documentation and support reporting and administrative HR tasks.

### Qualifications

- Bachelor's degree or above in **Human Resources, Labor & Social Security, Psychology, Business Administration**, or related fields.
- Proficiency in **English and Chinese** as working languages.
- Strong skills in **Microsoft Office Suite** (Excel, Word, PowerPoint) for data analysis and reporting.
- Excellent communication and interpersonal skills.
- Strong logical thinking, responsibility, and ability to work under pressure in a fast-paced environment.

### Job Benefits

- ☑ Competitive salary package
- ☑ International work exposure
- ☑ Collaborative and multicultural environment
- ☑ Career development opportunities
- ☑ Dynamic and growth-oriented company culture

### Contacts

Please submit your **Resume** along with a brief introduction outlining your HR experience and language proficiency.

### Hiring organization

Runergy Solar

### Employment Type

Full-time

### Duration of employment

1-4+ years

### Industry

Renewable Energy Semiconductor Manufacturing

### Job Location

Remote work from: United State

### Working Hours

9 to 5

### Base Salary

\$ 80k - \$ 130k

### Date posted

March 24, 2026