

## JOB DESCRIPTION

Position Title: HR Trainee	
Function: Human Resources	Date: July 2018
Reporting Manager: Vice President, Human Resources APAC	Work Location: Hong Kong

### Job Summary

Verint Systems Inc. is a leading provider of Actionable Intelligence® solutions and services for enterprise workforce optimization and security intelligence. Our solutions help organizations make timely, effective decisions for improving enterprise performance and making the world a safer place. Today our solutions are used by more than 10,000 organizations in over 150 countries, including more than 80% of the Fortune 100. Please visit [www.verint.com](http://www.verint.com) for additional information about our company.

The HR Trainee will directly assist Vice President of Human Resources APAC with a wide range of projects related to HR data analysis, HR compliance, recruiting, employees activities and CSR programs.

### Key Accountabilities

- Assist VP HR to analyse the data translating into actionable insights for supporting strategic HR planning;
- Provide regular and adhoc HR reports to VP HR;
- Extend support HRIS and HR database maintenance in APAC at highest standards of accuracy and quality with appropriate controls in place;
- Conduct HR audit to ensure HR process, regulations and employee data maintenance in compliance with the Corporate’s standard and local legislation;
- Assist regional HR managers as researcher to source and screen candidates resumes by using LinkedIn, job board, databases, social media etc.
- Provide general administrative support to HR operation team; and
- Extend support for coordination of employees activities and CSR programs

### Total Number of Subordinates

### People Specification

- University fresh graduated with specialization in Human Resources Management & Business Administration is preferred;
- Proactive, quality-driver, resourceful and a good team player;
- Fast learning and ability to prioritize tasks and handle numerous assignments simultaneously;
- Strong in communication and interpersonal skills;
- Proficient IT skills in MS Office applications particular Excel and Powerpoint;
- Good command of spoken and written English and Cantonese

### Application Method

- Application by email to [hr.hk@verint.com](mailto:hr.hk@verint.com)
- Application Deadline is 5 August 2018

Prepared by:	Position Title: VP Human Resources APAC
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