

# HR & Back Office Manager China

40 hours/week

Location: Longxi

Department: HR & Back Office Team

## We are ...

A great bunch of music enthusiasts with the strong belief on “Great sound is for everyone”. At LEWITT, we continuously innovate to make it easy for anyone to express themselves with an exceptional sound. Whether at home, on stage, or in the studio, beginner or professional. Working at LEWITT means working in a respectful and agile environment that allows you to grow. We are an international and diverse team representing more than 20 nationalities with offices in Vienna (Austria), Longxi and Shanghai. Everything we do, we do to the fullest. Make yourself heard!

## You are ...

- You are enthusiastic, willing to learn and to grow with us
- You come up with new ideas, a unique point of view, and you look forward to working in a diverse and international environment
- You are a team player, who puts the teams’ success above personal achievements
- You are outgoing and communicative, at the same time you have a great sense for discretion and sensitivity
- You value and practice transparency with honesty
- That is why you also try to proactively contribute to a culture of respect, constructive exchange and togetherness

## This is how you can support us ...

- You are the first contact to our colleagues in the Longxi and Shanghai office for employment related topics
- Together with the HR team in Vienna you conceptualize and implement initiatives to make LEWITT an awesome place to work and help our colleagues grow
- By organizing group activities you actively contribute to the team building in China. You are also involved in the planning of international company meetings and events
- As HR & Back Office Manager you are an ambassador of the company culture, you function as an important bridge between our offices in China and Austria and you actively take part in an open exchange
- You steer recruitment activities in China
- You prepare employment contracts, salary payments and other administrative HR related tasks in the background
- You take part in the implementation of HR tools in alignment with the HR team in Vienna

Make yourself heard.



## Your profile ...

- You have been working in an administrative function, ideally in an HR & Back Office role, for 3+ years
- You have excellent Chinese and fluent English language skills
- Knowledge of Chinese labour law is desirable
- You are proactive and self-dependent
- You find happiness in supporting and taking care of people
- You have a “hands-on” mentality and are not afraid to take on challenges

## What we offer ...

- A young, international company that is at the forefront of the market with innovative products
- A team that likes to encourage, challenge and support you
- A flat hierarchy, short communication channels and unbureaucratic cooperation
- A varied and independent work environment that allows you to develop your creative potential
- Employee discounts on LEWITT products

Your performance is remunerated with a market-compliant salary of minimum RMB 15,000 (full-time 40h per week), which will be adjusted according to your experience and qualifications.

If you would like to become part of our team, please send your application by email to [jobs@lewitt-audio.com](mailto:jobs@lewitt-audio.com).

We look forward to your message!

Make yourself heard.

