



Junior HR Specialist

About OPPO:

A global pioneer in technology innovation, OPPO provides cutting-edge devices and services to empower users in an intelligently connected future.

The OPPO brand was first registered in 2001 and OPPO was officially incorporated in 2004. To date, OPPO has expanded its business presence to more than 40 countries and regions, with over 400,000 sales outlets worldwide. With nine Intelligent Manufacturing Centers, six Research Divisions, four R&D Centers and a London-based Global Design Center, OPPO has more than 40,000 employees around the world. OPPO was awarded as “Most Respected Chinese Company” by The Economic Observer in 2018 for the third consecutive year and was also included on Boston Consulting Group’s “2018 BCG Global Challengers” list. Also in 2018, OPPO received the Canstar Blue “Most Satisfied Customers” award for the second year in a row. In 2019, OPPO earned a spot on the “Top 50 Chinese Global Brands” ranking by BrandZTM, the leading global authority on brand power.

About the job:

In OPPO we are constantly investing into People and Young Generations. In order to nurture our future company growth, we are looking for fresh talents to empower our Italy HR dept in Milan.

Our HR Team works passionately to deliver to all our hardworking employees a smooth and positive working experience. To ensure so, the ideal candidate will join the Team to support in 360° HR Operations, like:

1. Support the planning and realization of Company events;
2. Assist on employees’ attendance info collection;
3. Assist with the check of employee’s expense claims;
4. Communication with internal departments;
5. Provide creative suggestions to support the team with plans and initiatives;
6. Data Analysis and Reporting on company workforce.

Requirements:

Hard:

1. Knowledge of Italian at mother tongue level and fluent in English. Knowledge of Chinese language will be considered a plus;
2. University Degree in humanistic studies or Equivalent
3. Advanced computer skills, especially Excel;

Soft:

4. Hands-on-things attitude;
5. Team player;
6. Target oriented and data driven approach;
7. Ambitious yet Humble mindset;
8. Able to keep information confidential;
9. Passion for HR functions.

Are you ready to embrace the challenge? Join us and let’s grow together!