



## WE CONNECT

HUMAN. MACHINE. TECHNOLOGY.

DATA MODUL is a distributor and manufacturer of professional industrial touch-, display-, monitor- and panel PC solutions. Headquartered in Munich, Germany, the company employs over 450 employees at 22 locations worldwide and is one of the world leaders in the electronics industry with a focus on display technology and visual solutions. To expand our team in Shanghai, China, we are looking for a

# FINANCE AND HR OFFICER (m/f/d)

## in Shanghai (full-time)

### Your tasks:

- › Recruiting: Developing sourcing strategies, preparing job descriptions, posting ads, taking part in job interviews and managing the hiring process
- › Preparing employment contracts and managing the onboarding process
- › Advising managers and employees on employment policies and procedures and other relevant topics
- › Developing and implementing HR strategy and working on general HR projects in collaboration with the headquarter
- › Ongoing general accounting of Data Modul Shanghai
- › Contact person for accountants, tax consultants and financial auditors
- › Preparing deviation analyses and reviewing financial statements on regular basis
- › Working on finance projects with the headquarter

### Your benefits:

- › Workplace in a dynamic and technology driven international company with headquarters in Germany
- › Individual onboarding activities and ongoing training
- › International working environment with frequent opportunities to use your language skills

### Your profile:

- › Business studies or commercial education with focus on accounting/taxes and/or HR management
- › Relevant professional experience is mandatory
- › Sound knowledge of MS Office applications, especially very good knowledge of Excel required
- › High level of understanding of the operational business model and operational business processes
- › Excellent communication skills
- › Extremely precise, structured and analytical working style
- › Hands-on mentality
- › Very good knowledge of English

### Your application:

- › Please send your application including your availability and salary expectation to: [career@data-modul.com](mailto:career@data-modul.com).