

## NOTICE OF FILING

This is the immediate job opening for the position of Human Resources Specialist in this corporation. Interested persons should send a resume to NGC Transmission Equipment (America), Inc. (Attn: Jimmy Chiang).

**JOB DESCRIPTION:** Conduct recruiting and hiring including posting job openings internally/externally, conducting phone screenings and in-person interviews. Conduct new hire orientation and track new hire processes to ensure all processes are completed and new hire documents are completed. Arrange for in-house and external training programs. Conduct exit interviews and report to Managing Director quarterly. Work with internal departments to develop recruitment plan and annual manpower budget. Assist with the design and implementation of the 360 degree performance review system and annual performance review. Assist with the monitoring of the company wage and salary structure and the variable pay systems within the company including bonuses and raises to assist in recruitment and retention of superior staff. Assist with the development and implementation of corporate and HR policy and procedures. Maintain and update the company handbook on an as-needed basis. Participate in the development and implementation of ISO 9001 Quality Management System, ensuring all HR-related policies, procedures, and forms comply with ISO 9001 Standards. Assist in integrating Chinese e-HR system software required by China parent company into company processes. Utilize the e-HR system in Reporting, Payroll Administration, Benefit Management, Time & Attendance, Applicant Tracking, Performance Management, and Workflows & Communication. Analyze and identify complex requirements/needs of e-HR system end users. Develop user manual, procedures, guidelines and documentation; train employees on new processes/functionality; train new system users. Assist in the ongoing communication between internal departments and the external e-HR system developer in China to customize system features and functions. Serve as a key liaison with third parties (e-HR System Provider in China) and other stakeholders (e.g. IT, HQ Human Resources, and all other departments within NGC). Translate the user interface of the applications of the e-HR system, which is software that was developed and operated in the simplified Chinese language environment, from Chinese into English, for ease of use of the company's other employees. Translation of the user interface requires proficiency in the vocabulary of human resources operations. As system customization with the external system developer in China will be ongoing, translation of the user interface will also be ongoing. Serve as a liaison between Company's HR department and parent company's HR department located in Nanjing, China; regularly deliver Chinese annual manpower budget, overseas company policy, certain labor agreements, and corporate special event news report etc. to the management team in Nanjing.

**REQUIREMENTS:** Master's degree in Human Resources is required. 12 months of experience in Human Resources or related occupation is required. The candidate must be fluent in Chinese language.

SALARY: \$74,922.00 per year  
HOURS: 40 hours per week  
JOB SITE: City of Fort Worth, Tarrant County, TX

“I hereby certify that the notice was posted in a conspicuous place at the location of employment: NGC Transmission Equipment (America), Inc. at 5500 Alliance Gateway Freeway, Fort Worth, TX 96177 from March 15, 2019 to April 14, 2019.”



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Jimmy Chiang  
HR Manager

This notice is provided as a result of the anticipated filing of an application for permanent employment certification for this job opportunity. Any person may provide documentary evidence bearing on the application to the United States Department of Labor, Employment and Training Administration, Atlanta Processing Center, Harris Tower, 233 Peachtree Street, NE, Suite 410, Atlanta, Georgia 30303.