



REF: ADM/0205-6
ISSUE: 3
REV: 2
DATE: 05/18/2023

JOB DESCRIPTION

The nature of **LIN-ZHI INTERNATIONAL**'s business dictates that personnel must remain flexible with the ability to accept responsibilities within their educational and training levels. These may be different from those stated on their "Terms of Employment."

JOB TITLE:

Recruiting Assistant and Human Resources (HR) Assistant

RESPONSIBLE TO:

General Manager

GENERAL DUTIES:

- Coordinate and organize recruiting efforts to identify job candidates for open positions at LZI
- Provide day-to-day Support of HR functions and duties

RECRUITMENT SPECIFIC DUTIES:

- Works closely with General Manager, Human Resources, and relevant hiring managers to understand hiring needs and to help develop and schedule recruitment processes, including job descriptions, skills tests, and interview questions.
 - Serves as the primary administrator in organizing the recruitment process, recruitment files, and the recruitment team.
 - Prepares and posts job advertisements and descriptions, including monitoring job advertisement sites (e.g. Indeed, ZipRecruiter, Craigslist, etc.) for applications and assisting with posting jobs on LZI's Website and Intranet.
 - Perform recruitment duties such as scheduling interviews, updating calendars, administering skills tests, answering phone calls and monitoring email, communicating with candidates for background information via the LZI questionnaire, requesting references and assisting with organizing the reference collection process.
 - Create, update, and edit checklists and standard operating procedures (SOPs).
 - Train team members on the recruitment process.
 - Create and update candidate database and database of job listings.
 - Assist with organizing and monitoring budget spent on recruitment activities, including job postings.
 - Close recruitment process after a position is filled. Attend recruitment team meetings, taking minutes, and helping members of the recruitment team to stay organized.
 - Assist the General Manager with quick turnaround scheduling and coordination requests involving job candidates.
- * Additional duties may be added as the need arises



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HR ASSISTANT SPECIFIC DUTIES

- Assisting General Manager and HR Team with day-to-day employee communications regarding human resources.
 - Assisting with the employee evaluation and performance management system.
 - Assisting with the researching and updating of LZI policies to conform to applicable labor and employment laws.
 - Tracking and communicating with employees regarding time off and leave: including tracking Paid Time Off (PTO) via HR software (such as ADP) and Excel, DocHub, LZI Time-Off calendar.
 - Tracking employee work hours and meal breaks via Easy Clocking and Excel.
 - Organizing, maintaining and updating employee files and company records.
 - Updating and generating employee forms via DocHub, Adobe, and MS Word.
 - Assisting with sex harassment training and monitoring sex harassment training compliance.
 - Researching and preparing presentations: including slide shows, newsletter information, general meeting information, and memos on relevant HR issues.
 - Assisting with payroll preparation: including by supplying relevant payroll data regarding salary adjustments, bonuses, and other employee payments; assisting with payroll reconciliation, PTO reconciliation, and HR master matrix updates.
 - Assisting with employee onboarding and offboarding, including I-9 verification and e-verification, conducting ADP background checks.
 - Checking hr@lin-zhi.com account on a daily basis and recording meeting minutes.
 - General Office Duties: filing, faxing, scanning, typing.
 - Maintaining confidentiality and adhering to HR professional standards.
 - HR-related projects.
- * Additional duties may be added as the need arises

QUALIFICATION & EXPERIENCE REQUIREMENTS:

- Bachelor's Degree
- Excellent skills in analysis, writing, and verbal communication
- High attention to detail and be extremely organized
- Skilled in Microsoft Office (Word, Excel, Powerpoint) and Adobe Acrobat
- Proficient in use of the Internet and familiarity with Gmail and Google Workspace
- Ability to use discretion when handling confidential information
- Strong work ethic
- Team player who enjoys helping out and training fellow team members



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PREFERRED SKILLS AND EXPERIENCES:

- Experience with recruitment and job advertisement websites
- High skill level with Excel
- Experience with recruitment databases
- 1 year of administrative support experience
- HR experience or desire to grow in HR field

Lin-Zhi International, Inc. is committed to building a diverse and inclusive work environment that reflects the society and communities in which we are located. We are committed to diversity and actively seek out applicants from groups facing systemic inequities in the biotech world.

Lin-Zhi International, Inc. is an equal opportunity employer. We enthusiastically welcome and accept our responsibility to make employment decisions without regard to race, gender, sex, sexual orientation, gender identity, age, religious creed, color, national origin, religion, marital status, medical condition as defined under State law, disability, genetic information, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances.