

**Rockwell Automation Korea Job Description**



<b>Job Title:</b>	<b>GA General Assistant, HR&amp;GA</b>
<b>Employment Type</b>	<b>Temporary (1year)</b>
<b>Work Location:</b>	<b>Busan</b>
<b>Function</b>	<b>HR &amp;GA</b>

**Summary:**

Responsible for supporting facility management, utility control and business administration including employee support. Accountable for helping to make good place as employees working environment and cost management for saving expense.

**Scope :**

Performs tasks related to the planning of the facility management, short construction managing, maintenance for building, equipment monitoring, etc. Implementation methods for maximum utilization of production facilities. Delivers security task for preventing incidents for making risk free environment.

**Essential Functions:**

1. Building management – Building & equipments of hygiene maintenance
2. Machineries maintenance control – HCAV system management and recording
3. Electricity utilities management – Power & electric equipments maintain
4. Governments related job handling - Legal compliance and local law dealing
5. Purchasing – Maintenance parts, equipments and office furniture
6. Provide working environment as harm free – Making good work place to be high efficiencies
7. Office properties management – Cost management with suitable expense control
8. Office management – Perform the layout change and improvement
9. Employee events supports – Annual regular events and temporary function

**Essential Functions continued**

10. Company car care – maintenance and management of company cars

**Education and Experience Requirements:**

1. More than collage degree in business administration or equivalent, not mandatory

2. Email communication in English
3. One year of related experience or collage graduate
4. Basic understanding management of outsourcing
5. Be proficient in MS-Office

**Competency Requirements:**

1. Good relationship and proactive character
2. Ability to work in a team environment