

# Let's Explore Your Potential!

We are one leading company in HR services industry. In here you may experience something that you never imaged. We value and support growth of highly talented individuals that work well in teams. We are now seeking people who are enthusiastic, energetic and passionate to join us.

## 法务专员

### 主要职责：

1. 执行公司合同管理流程，协助进行公司合同的审查、拟定，降低商务风险
2. 为公司内部其他部门提供内部法律咨询服务，对各类法律问题提出妥善解决建议
3. 处理公司的各项法律诉讼争议
4. 收集并更新与业务相关的法务信息，为领导决策提供支持
5. 负责部门内部文档的整理、成档、追踪
6. 根据法律实时变化，对内部规章制度、业务流程的制定、梳理或修改提出建议

### 任职要求：

1. 本科及以上学历，法学专业
2. 优秀的英文书写和口语表达能力
3. 有团队合作精神
4. 具备律师从业资格证书者优先

### 工作地点：外滩

简历请投递至 [shen.ying3@fescodecco.com](mailto:shen.ying3@fescodecco.com), 标明投递岗位，谢谢！

If you are passionate, driven and looking for a new and exciting opportunity within a successful and growing company, this may be the right role for you.

Additionally, good remuneration and attractive fringe benefits will be offered to the successful applicant.

## About FESCO Adecco

FESCO Adecco is a joint venture company between FESCO, one of the leading HR services companies in China, and Adecco the worldwide HR services leader, to provide the most comprehensive professional HR services including staffing, outsourcing and recruitment to our clients.

FESCO Adecco, a Sino-foreign joint venture specialized in human resources service, was established by equity transfer of FESCO, the leading HR service company with the strongest brand and competitiveness in China, and Adecco, the worldwide HR service leader. This establishment has significant implication to the parties themselves, HR industry in China, Asia or even the world at large. FESCO has been doing well in service provision of HR in China for 30 years since its establishment, while FESCO Shanghai has provided services to thousands of clients and over 120,000 employees with operating revenue soaring from RMB 28,000,000 to RMB 3,000,000,000 within only five years since its establishment. Such rapid development of enterprise constitutes the important reason for Adecco's selection as JV partner. Adecco is the world's leading provider of HR solutions with service network in over 60 countries and territories around the world. Complementary prowess of these two parties created integration of client resources and expansion of business scope.

FESCO Adecco commits itself to be the biggest professional HR outsourcing company with the mission of helping its clients open the gate to international markets and innovative HR service mode and promoting the healthy development of HR outsourcing industry in China and all over the world.

**FESCO Adecco commits itself to be the biggest HR outsourcing company, and your reliable partner.**

**Vision** better work, better life

More information please click : [www.fescoadecco.com](http://www.fescoadecco.com)