



Huawei is a leading global provider of information and communications technology (ICT) infrastructure and smart devices. With integrated solutions across four key domains – telecom networks, IT, smart devices, and cloud services – we are committed to bringing digital to every person, home and organization for a fully connected, intelligent world.

We have more than 180,000 employees, and we operate in more than 170 countries and regions. Founded in 1987, Huawei is a private company fully owned by its employees.

HUMAN RESOURCES TRAINEE

Key Responsibilities:

- Receive, process and submit visa applications for approval.
- Follow up to all visa processes.
- Communicate on a daily basis with HR Manager regarding all stages of applications.
- Maintain system records to ensure accurate and timely information/documentation.
- Support to Human Resources team in other related tasks or activities.

Kills and Experience Required:

- Student from Business Administration or related field.
- Proven ability to work efficiently both independently and as a contributing member of the Human Resources team.
- Ability to manage cases and work with strict time-lines.
- Ability to effectively interface with all level of employees.
- Strong computer skills including knowledge of Microsoft office programs (excel, word, power point, visio).
- English language fluent.
- Desirable Chinese language.

Applicants may deliver resume in English to rosario.salazara@huawei.com

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