

# Tiens Group Recruiting General Instruction

## Tiens Group Instruction

Tiens Group Co., Ltd. (hereinafter referred to as the “Tiens Group”) was founded in 1995, Tianjin, and entered the international market in 1997. Nowadays, Tiens Group has become a multinational enterprise group with a combination of industrial capital, commercial capital and financial capital, covering biotechnology, health management, hotel tourism, education training, electronic commerce, financial investments and other fields. Tiens Group has spread its business across more than 190 countries and established many subsidiaries among 110 countries and regions, which has formed strategic alliance with many world-class enterprises all over the world. The Group innovated and developed various nutritional health foods, health products, cosmetics and skincare products, household products and other diversified products, as well as elaborately designed high-end fashion brand “Richy One”. Tiens Group has provided a high quality life for almost 40 million families across the world, making them have health, happiness, beauty and rich.

## Benefit and Career Development

1. Benefit
  - 1.1 Bonus: according to performance
  - 1.2 Housing Allowance: provide dormitories
  - 1.3 Relocation expenses: reimbursed
  - 1.4 Visa assistance: company helps to apply visa
  - 1.5 Insurance: five insurances
  - 1.6. Company provides foreign employees with a round-trip flight ticket reimbursement between Tiens and home country per year.

## Training and Promotion

Tiens Commercial College is affiliated with Tiens Group, which offers complete and targeted training courses to all of the Tiens employees. It also opens newcomer orientation training course, employees’ on-job-training course and personal promotion training course for the foreign employees.

Tiens Group provides all the talents with equal and various chances for development and promotion. With the business covering above 190 countries and the branches spreading more than 110 countries all over the world, Tiens Group offers diverse opportunities to all the ambitious members who want to reach their goals for the international development. The global six regions provide various foreign members with different languages, cultures and working environment, which make the real internationalization come true.

## Recruiting Requirements:

- 1.1 Foreigner

1.2 Agree with Tiens culture, and be willing to work in Tiens HQ, Tianjin, China with high stability.

1.3 Well-imaged, highly qualified, strong business abilities and skills, high moral qualities, be both physical and physiological healthy.

1.4 Education background: Management, language, biology, logistics, product, computer application, art and design, production. Tiens business related work background (e.g. MLC, hotel, Medicine) and international company work background is preferred.

1.5 Be adaptable to different working environment, quick learner, good service consciousness, good communication and interpersonal skill.

1.6 Language: Fluent spoken and written one of the following languages: English, French, Russian, Spanish, Portuguese, Indonesian and other Tiens business related languages (but English is a must); and good manner of Chinese is preferred.

**Location:** Tiens HQ, Wuqing, Tianjin, China

**Remuneration:** Decided by interview result.

### Positions

Business Unit	Position	Nationality	Amount	JD	Contact
<b>Global Direct Selling Division</b>	Packaging management supervisor	Foreigner	2	Global packaging version management, packaging plan evaluation; English-Chinese proofreading; Packaging changing project management; ERP code supporting.	
	Store Operations Manager	Foreigner	5	Making store operations management policy, Standardization Manual; proving stores setup, move, reform and upgrade; overseas branches combining	82137276 82133597 <a href="mailto:tangwei@tiens.com">tangwei@tiens.com</a>
	Deployment Plan Manager	Foreigner	5	research and evaluate the regional profit goal, sales policy and promotion plan; Statistics and analysis history sales data; S Control and balance RDC store.	<a href="mailto:chenxy@tiens.com">chenxy@tiens.com</a>
	Product Manager	Europe and America、Japan、Korea	8	Regional products plan; health care products marketing research and promotion plan and execution; communication with regions about product issues.	

<b>Global Direct Selling Division</b>	Regional HR Manager	Foreigner	2	Annual plan and budget; organization development; recruitment, training; corporate culture and education training system.	82137276  82133597  <a href="mailto:tangwei@tiens.com">tangwei@tiens.com</a>  <a href="mailto:chenxy@tiens.com">chenxy@tiens.com</a>
	Logistic Manager	Foreigner	5	Administration management; Product inspection; Logistics and planning management; Import& export transportation management; By making and implementing standard operation procedure.	
	Training Manager	Foreigner	10	Planning and implementation of the strategy of Education; Collect lecturer information and create archives; Train local distributors about company strategy, products, promotion policies.	
	Education& Promotion Developing Supervisor	Foreigner	3	Develop and design promotion material, including posts, brochures, flyers, magazines, banners, and reproduce promotion material lunched by HQ.  Technique skills: Photoshop, In design, AI	
	Conference Planning Manager	Foreigner	5	All scales of training and conference planning of regional branches.	
	Custom Service	Foreigner	8	Promote Custom Service from Headquarter to Oversea; Training delivery; Conduct analysis	

Business Unit	Position	Nationality	Amount	General JD	Contact
China Region	Training Lecturer	European & American, Japanese, Korean	5	Meet the need of promotion for production and activities, do training course accordingly, get the feedback of training, assist the branch with marketing and other support activities	82133897 82137369 liuhong2@tiens.com <a href="mailto:qinym@tiens.com">qinym@tiens.com</a>
	Product management (orientation of the market planning)	European & American, Japanese, Korean	2	Assist the complete new products import, develop new listed products, complete the launching of the products; identification of the competitors' new products or similar products on the market.	
	Customer service	European & American, Japanese, Korean	1	Product complaint handling, telephone and E-mail consultation, product after-sales coordination; inquiry and the reply according to the process and the management standards of the inquiry reception. Website, the use of mobile shopping online customer service software, solve customer's problems, improve customer satisfaction.	

<b>China Region</b>	<b>Product Branding (Orientation of Investigation and Advertising)</b>	European & American, Japanese, Korean	1	collecting information of the competitive companies and industries, investigating other relevant markets; planning and implementation new products marketing activities	82133897
	<b>Publicity and Planning</b>	European & American, Japanese, Korean	1	setting the strategy of the development of publicity and sales-supporting product, taking part in designing; making up the program of publicity materials and sales-supporting product; making up the program of publicity materials and sales-supporting product	82137369 liuhong2@tiens.com <a href="mailto:qinym@tiens.com">qinym@tiens.com</a>

<b>Business Unit</b>	<b>Position</b>	<b>Nationality</b>	<b>Amount</b>	<b>JD</b>	<b>Contact</b>
<b>All-Legend Hotel</b>	Hotel floor management	Foreigner	15	Operations procedures, service standard, management norms, Managing at all levels and completing the labor of duty.	82108866-8805 <a href="mailto:liusy1@tiens.com">liusy1@tiens.com</a>
	Bell Captain	Indian, Pakistan	3	Guest complaints, assistance the receptionists	
	Bell Boy	Indian, Pakistan	3	Resort service and facilities.	

<b>Business Unit</b>	<b>Position</b>	<b>Nationality</b>	<b>Amount</b>	<b>JD</b>	<b>Contact</b>
<b>Tai Ji Sun</b>	Customer Service	Foreigner	5	VIP customer service reception and maintenance, customer visit and health guidance, customer complaints	82137982 <a href="mailto:Liuwx1@taiji-sun.com">Liuwx1@taiji-sun.com</a>
	Marketer (planning/ Designing /promotion)	Foreigner	5	Responsible for advertising and product creativity and design; assisting in the planning and implementation of marketing programs; promotion of products or projects.	
	Lecturer	Foreigner	5	Responsible for preparation of training courseware; training of head office and branch office, interpreting of large-scale marketing or promotion conference	
	Medical assistant	Foreigner	8	Assistant doctor to carry out medical service.	

Center	Position	Nationality	Amount	General JD	Contact
Tien Legend E-commerce	Overseas marketing promoting and operation management	Foreigner	15	Marketing promoting, communication with the government, media and other Public relations, store operation management	82133861  82133523  <a href="mailto:zhangjin1@tiens.com">zhangjin1@tiens.com</a>  <a href="mailto:mounia@tiens.com">mounia@tiens.com</a>
	Programmer	Indian	7	Special project development of the e-commerce platform in team; small-sized software or function module develop, IT service and support for e-commerce platform.	
Product Supply Division	Technology Management, Process Management	Japanese, Korean, European	6	1、物流のコストをまとめ て分析し、コスト制御方 案を作り、物流の運送を 引き受ける商社の管理 維持と開発。2、生産計 画を調整し、生産プロセ スと設備の性能を了解 し、作業員を指導し、 生産の消費量と生産 コストを計算する。	82136545  <a href="mailto:tangkai@tiens.com">tang kai@tiens.com</a>

<b>Group Information Management Center</b>	Web Graphic Designer	Foreigner	3	Cooperate with the web planning and development staff to complete the special web-page making; decorating the online store and finishing the production of active materials and web pages; decorating the online store and finishing the production of active materials and web pages.	82133861 82133523 <a href="mailto:zhangjin1@tiens.com">zhangjin1@tiens.com</a>
	Programmer	Indian	17	special project development of the e-commerce platform in team; small-sized software or function module develop, IT service and support for e-commerce platform.	<a href="mailto:mounia@tiens.com">mounia@tiens.com</a>
<b>Life Science and Technology Research Institute</b>	Electronic Product Development	Foreigner	2	Collecting the information of apparatus development and materials, Analysis of program skill report, With the instruction of the vice-researcher	82136545
	Health Care Product Development	Foreigner	4	Cooperate with the analysis of materials, functions and methods of the health care products or the semi-finished products	82133032 <a href="mailto:gengjia@tiens.com">gengjia@tiens.com</a> <a href="mailto:tangkai@tiens.com">tangkai@tiens.com</a>
	Household Product Development	Foreigner	4	Sample handling, performance and stability, sample inspection, stability testing, market study.	



<b>Chairman Office</b>	Officer	Foreigner	3	Chairman's office administrative work, and outreach work	82133919 qianlin@tiens.com
<b>Group HR Management Center</b>	Human Resource	Foreigner	3	Recruiting, organization develop, performance. Work in HQ first, and then part will be dispatched to oversea branches, and rest stay in HQ	82133919 qianlin@tiens.com
<b>Group Legal Center</b>	Legal	Foreigner	2	Legal research, manage legal risk, facilitate growth, contracts, collaboration, disputes and litigation	82133919 qianlin@tiens.com

# 天狮集团外籍人员招聘简章

## 1. 天狮集团介绍

天狮集团是一家横跨生物技术、健康管理、酒店旅游、教育培训、电子商务、金融投资等诸多领域，融产业资本、商业资本和金融资本于一身的跨国企业集团。天狮集团业务辐射全球 190 多个国家，在 110 个国家和地区建立了分公司，并与全球众多国家的一流企业结成了战略联盟。天狮集团创新研发的营养保健食品、保健用品、美容护肤品、家居用品等多元化产品，为全球近 4000 万个家庭的稳定消费群体和事业伙伴带来高品质的生活。

秉承“大健康产业”发展战略，天狮国际健康产业园占地 1 平方公里，总投资达到 70 多亿元人民币，是一个集产品研发、中试孵化、生产制造、医学健康研究、酒店、会展经济等于一体的综合性产业园。2010 年入住运行以来，吸纳全球 10000 多名管理人员，已形成了“真正的大健康产业集群基地”。

天狮集团始终奉行“来源于社会，服务于社会”的公益理念，义不容辞地承担企业社会责任，截至目前，天狮集团慈善及公益事业的投入已超过 15 亿元人民币。

在“家·天下”品牌核心指引下，天狮为员工提供良好的事业平台与完善的晋升制度。天狮集团先后荣获了“全国模范劳动关系和谐企业”、“最佳雇主品牌”、“中国人力资源管理杰出企业”等荣誉，并蝉联“中国最佳雇主企业”奖项。

在此，天狮集团诚挚邀请海内外杰出人士加盟天狮。我们将向您提供国际化、优越的工作环境，有竞争力的薪酬福利，上缴五险，并为外地员工提供快捷酒店标准住宿条件，工作日到天津、北京地区往返班车，以及完善的培训计划及晋升机制，为各类人才提供国际化的发展平台。

只要你不怕挑战，更不怕被挑战，我们欢迎您，加入天狮，共创美好前程！

## 2. 待遇及职业发展

### （一）薪酬福利

1. 公司按照国家规定为每一位外籍员工缴纳五险；
2. 员工按照国家规定享受相应的带薪年假，享受法定节假日及各种假期；
3. 公司为外籍员工提供一年一次公司及所在国家往返机票报销；
4. 工作签证：公司协助办理；
5. 为外籍员工提供免费住宿；
6. 文化体育休闲设施：图书室、电影放映厅、塑胶跑道、羽毛球场、乒乓球、篮球场、排球场、足球场等文体设施极大地丰富了员工业余生活；

### （二）培训及晋升机制

天狮集团拥有天狮商学院，立志于为所有天狮人提供完备、有针对性的培训课程，针对外籍员工，设计有新员工入职培训、员工在岗培训及个人提升培训。

天狮集团为所有有识之士提供平等、多样的发展与晋升机会。遍布全球 190 多个国家和 110 多个国家的分公司，将为有志于在广阔的国际化平台上发展的所有人士提供多样的发展机会；全球六大区域为全球各类人士提供不同语言和文化与工作环境，使得真正的国际化成为现实。

## 3. 任职资格

- 3.1 外籍（非华裔）
- 3.2 认同天狮文化，能长期稳定在天津总部工作
- 3.3 形象气质佳、综合素质高、业务能力强、身心均健康
- 3.4 管理类，语言类，生物工程类，物流类，产品类，计算机类，设计类，生产类专业背景，及有公司相关业

务（如直销，酒店，医疗）和跨国公司从业背景者优先

3.5 具备良好的适应能力，学习能力，服务意识，沟通和协调能力

3.6 语言要求：精通英语、法语、俄语、西班牙语、葡萄牙语、印尼语等公司业务相关语种的任何一种（其中英文必须熟练掌握）；同时能用中文沟通者优先

4. 工作地点：天狮集团总部 中国天津武清

5. 薪酬：根据面试考核结果确定

6. 招聘岗位

部门	岗位	国籍	招聘人数	职位简述	联系方式
全球 直销 事业部	包装管理主管	各国	2	全球包装版本管理，包装方案评估；英文包装文字校对，包装切换项目管理，ERP 编码支持（海外包装相关产品）	82137276 82133597 <a href="mailto:tangwei@tiens.com">tangwei@tiens.com</a> <a href="mailto:chenxy@tiens.com">chenxy@tiens.com</a>
	店铺运营管理经理	各国	5	制定和落实店铺营运管理政策及标准化手册，店铺新建、搬迁、改造、升级的审批，海外区域分公司业务合并；海外区域授权店的全面管理	
	计划调配经理	各国	5	销售业绩目标及销售政策、推广方案的调研评估；历史销售数据统计分析；控制和平衡各 RDC 存货；异常库存的消化处理	
	保健品管理经理	欧美、日本、韩国	8	区域产品规划；保健品市场调研及产品推广方案的设计、实施；产品海外市场的培训和支持。	
	海外区域 HR 经理	各国	2	区域人力资源年度规划和预算；编制组织架构的梳理和审批；人才的招聘培养和调配；月度工资核准审批和发放；企业文化落地和教育培训体系搭建。（先到总部工作，然后部分派到海外对接，部分留总部）	

全球 直销 事业部	物流部经理	各国	5	部门行政管理，产品报检，物流计调管理，物流进出口运输管理，优化物料库存控制、订单处理、运输及配送等物流管理和运作体系，降低物流成本。	82137276  82133597 <a href="mailto:tangwei@tiens.com">tangwei@tiens.com</a>  <a href="mailto:chenxy@tiens.com">chenxy@tiens.com</a>
	海外培训与推广经理	各国	10	协助总监策划并执行教育部战略规划工作，及具体方案制订与实施；建立讲师档案库；收集总部及区域教育培训信息。	
	文宣制作主管	各国	3	开发设计适合本地市场的文宣品，包含宣传海报，折页，传单，杂志，横幅等，同时复制集团推出的文宣品。	
	会议策划主管	各国	5	策划海外区域分公司各种大型及小型培训及会议筹备工作。	
	客服	各国	8	总部客服业务海外推广；区域或分公司客服业务支持；区域现场客服培训实施；一线客服工作分析和审查。	

部门	岗位	国籍	招聘人数	职位简述	联系方式
大中华区	培训讲师	欧美、日本、韩国	5	产品或活动推广培训, 收集反馈培训需求信息, 市场推广, 活动筹备、组织	82133897 82137369 liuhong2@tiens.com qinym@tiens.com
	产品管理 (市场企划方向)	欧美、日本、韩国	2	协助新品导入, 制定、完成新品上市, 负责产品线梳理, 产品标准课件库的搭建	
	客服管理	欧美、日本、韩国	1	产品投诉处理, 电话和邮件的咨询, 产品售后的协调, 官网、移动商城在线客服软件的使用, 订单的统计与汇总, 订单顾客的电话回访	
	文宣企划	欧美、日本、韩国	1	制定文宣及辅销工具开发, 全国文宣资料和辅销工具的推广及梳理, 销售数据分析及处理	
	产品品牌宣传 (调研、推广方向)	欧美、日本、韩国	1	负责相关竞品公司、行业信息搜集整理及其它相应的市场调研工作, 新产品市场推广活动方案的策划与执行, 新产品市场推广活动方案的策划与执行	

部门	岗位	国籍	招聘人数	职位简述	联系方式
泰济生	客服	各国	5	负责 VIP 客户服务接待及日常服务区维护, 参观讲解及健检导引, 受理客户投诉	82137982 Liuwx1@taiji-sun.com
	市场 (策划/设计/推广)	各国	5	广告及产品创意、设计; 协助策划及执行市场活动方案, 产品或项目的市场推广	
	讲师	各国	5	负责产品说明会、会议的培训课件编写、制作; 总部及分支机构团队的培训工作, 大型营销或推广会议的讲解工作	
	医疗助理岗	各国	8	辅助科室医师或者其他健康专家进行医务服务。	

部门	岗位	国籍	招聘人数	职位简述	联系方式
奥蓝 际德 酒店	酒店走动管理岗	各国	15	酒店的日常运营管理，组织制订酒店运营程序、服务标准、管理规范，监督各级管理人员按照规范要求恪守职责，确保酒店服务质量。	82108866-8805 <a href="mailto:liusy1@tiens.com">liusy1@tiens.com</a>
	前台领班	印度、巴基斯坦	3	监督前台员工的工作完成； 监督前台员工的工作完成； 重要客人、团队、会议的准备工作。	
	礼宾员	印度、巴基斯坦	3	为客人提供行李服务、开车门、引领等。	

中心	岗位	国籍	招聘人数	职位简述	联系方式
天乐	海外运营推广	各国	15	在中国或所属国家协助“天乐电商平台”的业务推广，负责政府、媒体等公共关系的建立和维护；协助市场主题活动策划、推广执行和管理；天乐电商平台的日常运营管理，营销效果管理。	82133861 82133523 <a href="mailto:zhangjin1@tiens.com">zhangjin1@tiens.com</a> <a href="mailto:mounia@tiens.com">mounia@tiens.com</a>
	编程	印度	7	协助电商平台专题项目的开发；协助电商平台专题项目的开发；快速响应技术需求与支持。	
产品 供应	物流、生产管理（工艺、 流程）	日本、韩国、欧洲	6	物流成本分析，成本控制方案拟定，承运商的管理、维护与开发； 编制、调整生产计划，掌握生产工艺流程和设备的性能，指导生产员工，测算生产耗用和生产成本	82136545 <a href="mailto:tangkai@tiens.com">tangkai@tiens.com</a>

信息中心	平面设计	各国	3	协助专题页面制作，负责平台网店装修，配合策划完成活动素材及页面制作，设计产品图片、横幅、宣传页面等效果图。	82133861 82133523
	编程	印度	17	协助电商平台专题项目的开发；协助电商平台专题项目的开发；快速响应技术需求与支持。	<a href="mailto:zhangjin1@tiens.com">zhangjin1@tiens.com</a> <a href="mailto:mounia@tiens.com">mounia@tiens.com</a>
研究院	电子产品研发	各国	2	器械新产品研发信息和资料的收集，完成新产品设计预案，调研考察选定合作研发机构，负责新产品质量标准、说明书、及专利申请	82136545 82133032 <a href="mailto:gengjia@tiens.com">gengjia@tiens.com</a> <a href="mailto:tangkai@tiens.com">tangkai@tiens.com</a>
	保健品研发	各国	4	保健品原料、成品及半成品的功效成分分析检测方法确定及分析检测，检测项目的方法学研究,维护实验室仪器的正常运行	
	日化产品研发	各国	4	实验室产品的样品配制，样品的性能及稳定性测试,进行小试及中试工艺编写、原料准备及试验，进行小试及中试工艺编写、原料准备及试验，负责新产品的使用说明书及功能、功效介绍等资料的编写	
董办	董办工作人员	各国	3	董事长办公室行政工作、外事接待工作	82133919 <a href="mailto:qianlin@tiens.com">qianlin@tiens.com</a>
集团人力资源	人力资源	各国	3	招聘、组织发展、绩效管理方向，先到总部工作，然后部分派到海外对接，部分留总部	82133919 <a href="mailto:qianlin@tiens.com">qianlin@tiens.com</a>
法审	法务项目经理	各国	2	国内、国外合同审核及相关合同复核，协调集团相关争议等的解决	82133919 <a href="mailto:qianlin@tiens.com">qianlin@tiens.com</a>

