

Human Resources Director, Hong Kong

• Based in Hong Kong

• Salary and Benefits Package: Negotiable

ERLMS Limited is a professional management consulting firm specialising in providing Organisational & Human Resource Management Consulting, IT System Development & Solution and Executive Search services to companies worldwide.

Our client, a leading FMCG, is seeking a seasoned business minded HR professional who has strong leadership skills to be responsible for all human resources management activities for its sales and *manufacturing company* in Hong Kong.

Reporting to the Chief Executive Officer of the company in Hong Kong and with the support of a small team of human resource management staff, your primary responsibilities include:

- Work closely with the top management team and line managers on all people related activities and issues.
- Act as a business partner with line management to help achieve business objectives.
- Lead and manage HR management activities across Hong Kong, including overseeing and managing the full spectrum of the HR function such as manpower planning, recruitment and employment, compensation and benefits management, employee performance management, employee coaching, employee training and development, employee communication and relationship management activities.
- Plan, implement and identify effective and reliable HR strategies and policies to support the company business growth.
- Initiate, lead and implement HR projects and systems to ensure a strong human resource management function is established.
- Develop fair and consistent HR policies and procedures across the company.
- Provide quality HR advisory services, support and assistance across the company.
- Develop a culture of cohesive learning and team work across departments and across the entire company to support business growth and to foster a harmonious and supportive working environment.
- Plan, design and implement employee training and development programmes.
- Provide solutions to line managers on staff management matters and includes providing advice to solving employment, staff grievances, employee performance management and employee attraction and retention issues.
- Assist line managers in motivating and developing employees and in promoting a culture of team efforts across the entire company.
- Lead, manage and monitor HR team members to ensure effective performance of HR services and to provide sound HR solutions to line managers.
- Review, define and establish workflow standards and guidelines across departments to lead employees into increasing performance and productivity level.
- Regular review of work processes and employee job scopes to meet on-going changing business needs; to ensure effective work processes and employee high productivity level are maintained at all times.
- Work with other offices in the Asia to ensure cross country alignment and consistency in HR policy design and implementation; taking into consideration individual country needs and legal compliances.

KEY SKILL AND ATTRIBUTE REQUIREMENTS FROM THE INDIVIDUAL

- Excellent command of written and spoken Cantonese, English and Mandarin.
- Good experience in FMCG preferred.
- Strong business acumen and leadership skills.
- A strategic thinker with the ability to realise effective workflows and operational processes for organisational success.
- A strong communicator and contributor who can bring in and justify new ideas and changes to top management.
- Mature, good team player with exceptional people management, influencing and convincing skills.
- Detail and result-minded, able to work under pressure with high flexibility to meet tight deadlines.
- Multi-task oriented with high level of energy, drive and enthusiasm.

WORK EXPERIENCE AND QUALIFICATION

- Degree holder in Human Resources, Business Administration or related discipline.
- Minimum 10 years of relevant experience.

To apply, please email your detailed resume to ERLMS Limited on executivesearch@erlms.com. Please also indicate in the resume your current and expected annual salary packages, a MUST please.

ERLMS Limited

Management Consulting & Services

All information collected is solely for recruitment purpose and will be treated in the strictest confidence.