

# HR Systems Manager, China

- Based in Guangzhou

- Salary Package: Negotiable

**ERLMS Limited is a professional management consulting firm specialising in providing Business Management Tools, and Organisational, Human Resource Management Consulting and Executive Search Services to companies worldwide.**

**Our client, a leading international service company, is seeking a HR Systems Manager for its operations in China.**

## **Reporting to the China Head of Human Resources, your primary role includes:**

- Overall responsibility of the company's HR Information Management Systems (HRIM Systems).
- Review and reengineer existing HRIM Systems to be in line with the corporate objectives.
- Implement innovative technology and people strategies.
- Develop and lead a team of HR Administrators in the daily administration of HRIM Systems across offices in China.
- Develop and implement effective, people related solutions to positively impact performance.
- Deliver process improvement and build the long term capability of HRIM Systems across the company.

## **Main accountabilities of this role will include:**

- Lead and drive the HR centralisation implementation plan.
- Provide regular advice and support on HRIM Systems' functionality.
- Oversee and manage the efficient running of the company's HRIM Systems.
- Ensure that Data Integrity is maintained and improved to the highest order.
- Educate and work with key stakeholders regarding how HRIM Systems interface with other systems and processes.
- Design and develop application processes, templates, extract and report data from HRIM Systems.
- Provide direction and motivation to HR Administration team.

## **Work Experience and Skill Requirements from the individual:**

- Degree qualified, with a minimum of 8 years HR Systems management experience.
- Sound experience in the functional management of an HRIM Systems, the ability to work collectively with the internal IT team and external provider's in relation to effective implementation of HR Systems, particularly in the process design stages.
- Sound understanding of HR functions and management, and a high degree of system expertise skills.
- Able to demonstrate team leadership is essential.
- Good written and spoken English and Chinese.

**Candidates of any nationalities are welcome to apply.**

**To apply, please email your resume with a covering letter explaining your suitability for the position to ERLMS Limited on [executivesearch@erlms.com](mailto:executivesearch@erlms.com). Please also indicate your current and expected salary package.**

**ERLMS Limited**  
Management Consulting & Services

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