

Head of Human Resources, Shenzhen, China One Year Contract

• Based in Shenzhen, China

• Salary Package: Base Salary (negotiable) + Bonus + Benefits

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 multinational retailer with more than 7,000 stores globally, is seeking a Head of Human Resources to lead the human resource operational management function for the Global Procurement office in Shenzhen, China. This position is a contract position for a one year period which may become a permanent role.

Reporting to the Senior HR Director, Eastern Hemisphere and with the support of a small team of HR Officers, your primary roles and responsibilities include:

- Act as a key business partner and work closely with the management team to drive the organisational and people agenda.
- Support Senior HR Director, Eastern Hemisphere in all HR operational activities and HR issues for the Shenzhen office.
- Responsible for the effective execution of all people processes and a key contributor in managing, implementing and administering HR programmes and systems across all core HR areas.
- Oversee and manage the daily HR operational and administration duties of the HR function in Shenzhen, including manpower planning, recruitment and employment, compensation and benefits management, employee performance management, employee coaching, employee training and development, talent acquisition and employee communication and relationship management activities.
- Partner with HR functional specialists and management team to develop and implement people solutions and plans to support business needs.
- Ensure a positive staff relations climate in the office and consult on employee relations and performance management.
- Drive staffing, associate engagement, communication and HR programmes and ensure all HR processes are effectively delivered.
- Contribute to the continuous improvement of providing cost effective and service efficient HR function.
- Supervise, manage, motivate and develop HR team members in the Shenzhen office.
- Provide advice and solutions to business units on general HR operational issues.

KEY SKILL AND ATTRIBUTE REQUIREMENTS FROM THE INDIVIDUAL

- Approachable and a good listener.
- Excellent interpersonal and problem solving skills.
- Resourceful and trustworthy.
- Good project management skills.
- Good all round experience of HR systems, policies, legal requirements, programmes and practices.
- Strong communication and interpersonal skills, ability to work and communicate effectively at different levels.
- Hands on, team player, passionate, enthusiastic.
- Trustworthy and credible, proactive and able to work on own initiative.
- Strong supervisory and team building ability.
- Good communication skills in both Mandarin and English.
- Cultural diverse and able to work with people from different cultural background.
- A well organised individual who can work under pressure with good business sense and judgment.
- Good at MS-Office Word, Excel and PowerPoint.

WORK EXPERIENCE AND QUALIFICATION

- Degree holder or above in human resources management or business related fields.
- 10 to 15 years of relevant experience in the human resources function from within multinational companies.
- Regional HR experience with knowledge of China HR practices, a definite plus.

Strong HR Generalists with regional experience from within multinational companies are most encouraged to apply.

The Hiring Company would like to have someone on board as soon as possible. Interested candidates, please send in your application immediately.

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