

Head of Recruitment, Eastern Hemisphere

- 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 Recruitment, Eastern Hemisphere to lead the recruitment and staffing team to provide recruitment and staffing services to the Global Procurement Organisation in Eastern Hemisphere; namely China (Shenzhen and Shanghai), South Korea, India, Pakistan, and Bangladesh.

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

- Ensure the Global Procurement organisation has the necessary talent to achieve its strategic objectives.
- Promote and conserve the organisation's culture.
- Develop recruitment, on-boarding and orientation programmes to support organisation's plans for talent in China and regionally as required.
- Contribute as a recruitment partner with business units on all recruitment and staffing needs.
- Design, plan and execute recruitment and staffing strategies and plans to align with the business and corporate directions and goals.

MAIN RESPONSIBILITIES

- Responsible for managing Recruitment initiatives as assigned, including overseeing daily execution of recruitment activities, vendor management, sourcing, interviews, background/reference checks and closing offers.
- Ensure all hiring processes are adhered to, job descriptions and evaluations are completed for effective and efficient recruitment and to meet current and future strategic business objectives in a timely fashion.
- Manage recruitment function for the Shenzhen operation.
- Develop hiring process and procedures and assist with development of recruitment policies.
- Effectively and efficiently work on metrics to measure timeliness, and execution of hiring.
- Develop a partnership with hiring managers and share market knowledge and information as it relates to division area.
- Partner with external agencies and vendors to develop relationships and gain insights to industry.
- Work closely with sourcing and developing candidate pools for more challenging/hard to find areas.
- Support and work closely with the Director, Recruitment and Training on:
 - Develop recruitment planning and strategies for hiring at all levels (below Director) that support corporate policies, goals and objectives.
 - Ensure hiring processes are clear and adhered to.
 - Review venues for attracting candidates, (websites, professional organizations and networks, campus recruitment, publications, on-line).
 - Manage interview, shortlists, assessment, background and referencing process to ensure timely, efficient and effective closure of new hires.
 - Assess timelines for completion of new hires, measurements in place.
 - Attrition analysis and review exit interviews.
- Work with Senior C&B Manager on:
 - Coordinate On boarding and liaise with division hiring manager.
 - Facilitate orientation program for new recruits.
 - Review best practices in recruiting and assess new/different ways to enhance function as required.
 - Manage new ATS system implementation with Director.
- Identify and work with potential sources of talent such as search and recruitment agencies, media vendors and external contacts in professional and educational institutions.

KEY SKILL AND ATTRIBUTE REQUIREMENTS FROM THE INDIVIDUAL

- Global minded and solutions oriented.
- Professional presence and representation of the organisation's culture and values.
- Excellent interpersonal and problem solving skills.
- Resourceful and trustworthy.
- Strong supervisory and team building ability.
- Good communication skills in both Mandarin and English.
- Flexible with strong ability to manage change.
- 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

- University graduate or above.
- 10 to 15 years' relevant experience in HR and Recruitment.

Senior recruitment professionals 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.