

# Interim Human Resources Director, Hong Kong

- Based in Hong Kong

- Salary Package is negotiable; around HK\$80,000 a month + statutory 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 marketing and distribution company carrying well-known brands of video games' products, is seeking a Regional Human Resources Director for an Interim Period of 6 Months to support the rapid growth of its business. The employment may be renewed after a 6 month period or may become permanent, depending on the organisational requirements and the performance of the hired candidate. The successful candidate will ultimately be focusing on specific organisational development and HR projects.

## MAIN RESPONSIBILITIES

Reporting to the senior management of the company and with the support of a team of 3 human resource management staff, your primary role includes:

- Work closely with the management team and act as a business partner, consultant and advisor to help achieve business objectives.
- Understand business strategic and operational activities and needs, in-depth study and review of organisational issues and structures and propose changes to meet organisational growth and needs.
- Review all HR related and people management policies and procedures 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 policies and procedures, and provide recommendations of changes to management for implementation.
- Identify, plan, design and implement effective and reliable HR strategies, policies and operational systems and processes to support the company growing business needs.
- Identify employee training needs; plan, design and develop training programmes to meet organisational needs and conduct training programmes to increase employee skills; development of employees to competently handle broader scopes of work and more complicated tasks.
- Develop and deploy employee relations programmes to foster a harmonious and supportive working environment.
- 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 solutions and train line managers in staff management matters and includes providing advice to solving employment, staff grievances, employee performance management and employee attraction and retention issues.
- Provide quality HR advisory services, support and assistance across the company; and lead, manage and monitor work of HR team to help increased know-how and HR skills.

## KEY SKILL AND ATTRIBUTE REQUIREMENTS FROM THE INDIVIDUAL

- Excellent command of written and spoken Cantonese, English and Mandarin.
- Good experience in retail/distributor field preferred.
- Mature, business minded and a good team player with exceptional influencing skills and strategic thinking ability.
- Highly analytical with excellent organisational management and communication skills.
- Detail-minded, aggressive, able to work under pressure with high flexibility to meet tight deadlines.
- Multi-task oriented with high level of energy, drive and enthusiasm.
- Proactive and result oriented with good people and project management skills.

## WORK EXPERIENCE AND QUALIFICATION

- Degree holder in Human Resources, Business Administration or related discipline.
- Minimum 10 years of relevant experience.
- Strong hands-on organisational and employee development and training experience.
- Availability to commence employment within a short period is desirable.

**SEASONED HR AND LEARNING AND DEVELOPMENT CANDIDATES WHO HAVE BEEN RECENTLY RETRENCHED OR ARE CURRENTLY NOT WORKING ARE MOST ENCOURAGED TO APPLY.**

To apply, please email your detailed resume, indicating your current and expected salary packages (A MUST), to us on [executivesearch@erlms.com](mailto:executivesearch@erlms.com).

**ERLMS Limited**

Management Consulting & Services

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