

# Senior Human Resources and Operations Manager Asian Region

• Based in Hong Kong

• Salary 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 privately-owned Hong Kong sales and distribution company, is seeking a seasoned business minded HR professional who has strong leadership skills to be responsible for all human resources management activities and business operational work processes for its companies in Hong Kong and the Asian region.**

## 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:**

### Human Resources Management:

- Work closely with the top management team and act as a business partner to help achieve business objectives.
- Lead and manage HR management activities across the region, 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 growing business needs.
- 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 in 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 daily administrative duties.

### Operational and Work Process Management:

- Thoroughly understand the organisation's business activities, study operational work processes and systems, recommend appropriate changes to top management and lead the implementation process of approved changes; with the objective of putting effective processes and systems into place to increase organisational effectiveness to meet current business needs and future business growth.
- 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.
- Track, manage and handle all internal control of office administration processes, including managing of expenses.
- Subsequently, responsible for rolling out all HR policies, processes and systems to other countries in the Asian region to ensure cross country alignment; 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 retail/distributor field 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.
- Good project management skills.

## WORK EXPERIENCE AND QUALIFICATION

- Degree holder in Human Resources, Business Administration or related discipline.
- Minimum 10 years of relevant experience.
- Availability to commence employment within a short period is most desirable.

**CANDIDATES WHO HAVE BEEN RECENTLY RETRENCHED OR ARE CURRENTLY NOT WORKING ARE MOST ENCOURAGED 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 packages.**

**ERLMS Limited**

Management Consulting & Services

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