

HR Manager

Location: Shanghai

Starting date: ASAP

ABOUT THE COMPANY

Our client is a global aerospace equipment manufacturer. A new manufacturing plant for aerospace landing-gear components is being constructed.

Role Overview

We are seeking an HR Manager to join during the plant build-up phase, to oversee the full scope of human-resources activities for this new factory site.

Serving as the key liaison between local site management and the regional corporate HR Shared Service team based in Pudong, the HR Manager will guarantee seamless HR operations, regulatory compliance, workforce stability, and consistent alignment with global group-wide policies and standards.

RESPONSIBILITIES

1. Local HR Leadership

- Serve as the on-site HR leader for all factory employees.
- Provide daily HR support to production, quality, logistics, and engineering teams.
- Ensure HR decisions align with the company's policies and local Chinese regulations.

2. Coordination with Shared Service HR

- Act as the single point of contact between the factory and the Shared Service HR team.
- Coordinate shared service activities such as: Payroll processing, HRIS data management, Recruitment support, Training administration, Reporting & analytics, Policy implementation
- Ensure service levels are met and escalate issues when needed.
- Align factory HR processes with corporate HR standards and tools.

3. Recruitment & Workforce Planning

- Define manpower needs with production management.
- Lead local recruitment for operators, technicians, and supervisors.
- Request and supervise recruitment support from Shared Service HR.
- Ensure onboarding is coordinated between factory HR and shared service teams.

4. Employee Relations & Labor Law Compliance

- Handle employee relations, grievances, and disciplinary actions locally.
- Ensure compliance with Chinese labor law and the company's internal rules.
- Collaborate with Shared Service HR for documentation, contracts, and audits.

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5. Training & Development

- Identify training needs for factory roles.
- Coordinate technical and safety training with internal departments.
- Work with Shared Service HR for training logistics, LMS updates, and certification tracking.

6. Performance Management

- Implement factory-specific KPIs and evaluation processes.
- Ensure Shared Service HR supports documentation, system updates, and reporting.
- Guide managers through performance reviews and improvement plans.

7. Compensation, Payroll & Benefits

- Validate attendance, overtime, and allowances before payroll.
- Coordinate payroll execution with Shared Service HR.
- Ensure accuracy of social insurance, housing fund, and benefits administration.

8. HR Policies & Procedures

- Adapt the company's HR policies to factory operations.
- Ensure Shared Service HR applies consistent standards across all HR processes.
- Support internal and external audits.

9. Culture, Engagement & Retention

- Build a positive factory culture focused on safety, respect, and performance.
- Organize engagement activities with support from Shared Service HR.
- Monitor turnover and propose retention strategies.

REQUIREMENTS

- Bachelor's degree in human resources, Business, or related field.
- 5–10 years HR experience in manufacturing or industrial environments.
- Strong knowledge of Chinese labor law.
- Experience working with shared service HR models is a strong advantage.
- Excellent communication and coordination skills.
- Ability to manage conflict and support operational teams.
- Mandarin required; English required, French is a plus.

APPLICATION

Please send your resume and your motivation letter to: sh-recruitment@ccifc.org

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