

HR Manager

Location: Guangzhou

Sector: HR / Luxury Production

Starting date: ASAP

Job Reference: 2026040031

ABOUT THE COMPANY

Our client provides comprehensive retail solutions for global brands and retailers, renowned for its expertise in architecture, windows, and marketing products.

RESPONSIBILITIES

Talent Acquisition & Employer Branding

- Take end-to-end ownership of the recruitment lifecycle across technical, operational, and commercial positions.
- Overcome historical sourcing bottlenecks by deploying proactive talent mapping, executive search, headhunting, and specialized local job boards in China and overseas.
- Utilize budget flexibility strategically to engage specialized recruitment agencies and premium sourcing tools where appropriate.
- Build a compelling employer value proposition (EVP) tailored to attract top-tier talents.
- Design a seamless candidate experience from initial outreach to structured interviews and offer negotiations.

Organizational Capability & Performance Management

- Conduct comprehensive role-and-capability reviews to ensure every team member is in the right seat with clear KPIs.
- Partner with department leads to establish performance management frameworks, quarterly KPIs, and evaluation cycles.
- Identify skill gaps within existing teams and create actionable training, coaching, and upskilling programs.
- Advise leadership on organizational structure design, succession planning, and team scaling strategies.

Career Progression & Employee Development

- Design transparent career ladders, leveling guidelines, and salary bands across all departments.
- Establish Individual Development Plans (IDPs) that align employee career goals with **the company's** growth objectives.
- Implement feedback mechanisms, 1-on-1 guidelines, and continuous performance coaching culture.
- Manage talent retention initiatives, employee engagement initiatives, and team health metrics.

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

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HR Systems, Data & Process Automation

- Implement a fit-for-purpose HR System solution to centralize workforce management across regions.
- Standardize and document essential HR SOPs (onboarding, offboarding, leave management, cross-border transfers).
- Maintain accurate, audit-ready digital records for all employees.
- Leverage HR analytics to provide executive management with actionable headcount, turnover, and recruitment metrics.

Global Operations, Payroll & Multi-Country Compliance

- Manage payroll coordination, social benefits, housing fund (in China), and local insurance policies.
- Ensure full statutory compliance with labor laws in Mainland China, Hong Kong labor ordinances, and overseas employment regulations (working with local legal/EOR partners where applicable).
- Manage employment contracts, visa/work permit applications, and cross-border arrangements.
- Serve as the trusted advisor for employee relations, resolving workplace issues with empathy and legal compliance.

REQUIREMENTS

- **Experience:** 8+ years of progressive HR experience (HR Manager, People Ops Lead, or Senior HR Business Partner), preferably in a high-growth scale-up or international SME.
- **Proven T.A Track Record:** Demonstrated history of independently sourcing and hiring hard-to-fill roles.
- **Builder Mindset:** Hands-on experience creating HR frameworks, SOPs, and career ladders from scratch rather than just maintaining pre-existing systems.
- **HR System Rollout:** Proven experience evaluating, selecting, and implementing modern HR software tools.
- **Multi-Regional Understanding:** Excellent knowledge of China labor law (Labor Contract Law) and familiarity with HK / European employment structures.
- **Language Proficiency:** Professional fluency in English and Mandarin (spoken and written) is mandatory to liaise with teams in China, HK, and Europe.

KEY COMPETENCIES AND SOFT SKILLS:

- **Problem-Solving & Execution:** Ability to diagnose underlying business bottlenecks and execute pragmatically without over-engineering processes.
- **Stakeholder Management:** Strong executive presence and negotiation skills; able to advise business founders and department heads effectively.
- **Empathy & Cultural Sensitivity:** High EQ with experience managing diverse teams across different geographic locations and cultural contexts.
- **Resourcefulness:** High autonomy and accountability; comfortable taking complete ownership of the People function.

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APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

Mail subject : Your name | HR Manager - Guangzhou [CDS-2026041]

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