HR Specialist, South China

Location: Shenzhen

Company

Our client is a leading worldwide shipping group present in more than 160 countries.

Job Summary

This position is designed to support the HR Business Partner (HRBP) in implementing HR strategies and initiatives that contribute to the organization's development and people management. The role will serve as a key link between the HRBP and various functional departments, ensuring effective execution of HR processes and programs in areas such as recruitment, performance management, employee relations, and talent development

Job Responsibilities

- Recruitment and Onboarding:
  - Assist the HRBP in forecasting talent needs and developing recruitment plans to meet business requirements.
  - Coordinate the recruitment process, including sourcing candidates, scheduling interviews, and conducting initial screenings.
  - Oversee the onboarding process to ensure new hires are integrated smoothly into the organization.
- Talent Development Support:
  - Assist in the development and implementation of training and development programs to enhance employee skills and career progression.
  - Coordinate learning initiatives, including internal and external training sessions, workshops, and seminars.
  - Support the HRBP in identifying high-potential employees and developing succession plans
- Employee Relations Support:
  - Handle employee inquiries and resolve issues related to HR policies and procedures.
  - Assist in managing employee relations, including addressing grievances and maintaining a positive work environment.
  - Support the HRBP in conducting employee engagement surveys and analyzing results to identify areas for improvement.
- Employee Data/HRIS Maintenance and Analysis, & Project Support
  - Responsible for maintaining quality employee data, including but not limited to HRIS maintenance, staff profile management, organizational changes, and training records, all while adhering strictly to SOP.
  - Assist in the preparation of HR reports and dashboards, providing accurate and timely data to support decision-making, including, staff movement reports, workload reports, headcount (HC)/full-time equivalent (FTE) reports, turnover reports, HC Tracker, and the Organizational Chart, etc.

- HR Operation:
  - Oversee Employee Life Cycle: Take full responsibility for managing the entire employee life cycle process, including onboarding, internal transfers, and staff leave, through effective communication with relevant departments (IT, Finance, Administration, etc.).
  - Implement Employment Contract Policies: Strictly implement the employment contract signing policy and adhere to internal processes. Notify the direct manager or HRBP of any issues that may arise.
  - Support Permanent Residency Applications: Provide assistance with permanent residency applications as required.
  - Manage HR Administration Tasks: Handle various HR administrative tasks, such as purchase orders (POs), coordination of staff activities, and follow-ups.
  - Seek Operational Improvements: Proactively identify opportunities for continuous improvements in existing operational processes.

Requirements:

- Bachelor's degree or above in Human Resources, Business Administration, or a related field.
- 3+ years of HR experience, with a solid foundation in recruitment, performance management, and employee relations.
- Familiarity with HR systems and processes, including HRIS and performance management tools.
- Good communication and interpersonal skills, with the ability to interact effectively with employees at all levels of the organization.
- Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint.
- Fluent in both English and Chinese, with strong written and verbal communication skills.
- Knowledge of local labor laws and HR regulations is preferred.
- Demonstrated ability to work collaboratively in a team environment and support the achievement of team goals

Please send your resume to *sh-recruitment@ccifc.org*