

HR Director

Location: Beijing

Starting date: September 2020

RESPONSABILITIES

- Organize the company's total remuneration budget, social charges and other HR programs with CIIC & C&B clerk, as well as the implementation of the Compensation and Welfare
- Management Program, to ensure reasonable control over the costs of maintaining and incentives for employees.
- Participate in the performance appraisal work of the company's employees to ensure that the evaluation work achieves the desired objective.
- Handle and Organize the work of recruiting employees, introduce appropriate talents for companies and ensure the provision of human resources for the long-term development of companies.
- Create a unified labor contract, facilitate HR management, inspection and orientation of wages and insurance of work, formulate tax optimization for staffs, establish employee files and manage the appropriate formalities.
- Assist and write the JV staff management system, business travel system and employee manual.
- Participate in the formulation of human resource development plans,
- Establish and improve the organizational structure of the companies.
- Participate with new business & legal entity's set up, structure on new HR polices implementation from 0 to 1
- HR internal communications
- Prepare the training plan

REQUIREMENTS

- Bachelor's degree in HR if prefer-Experienced in MNCoverall HR full functions
- 8+ years' experience
- Familiar with labor law, labor contract law & HR local regulations
- Good communication skills, logical thinking is MUST-Experience in working with a Corporate HQ
- Fluent English speaking and writing skills, French prefer, but not must

APPLICATION

Please send your resume to: zhao.lys@ccifc.org

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