

C&B Manager

Location: Beijing

Starting date: ASAP

Position:

To deliver professional HR services and solutions across a range of HR activities/ processes to enable the Business Lines of Industrial and their employees to deliver the business strategy.

- Act as a dedicated HR and provide HR services & solutions in the aspect of HR Operation, including Employee Relation, Recruiting, Training& Development, Performance Management, etc., focus on Compensation & Benefits,
- Being the consultant to employees for HR policy, guideline and process Inquiry
- Support the growth of business in all HR areas and propose the optimization of HR policies and processes wherever needed
- Facilitate in annual salary review/merit increase process.
- Ensure a smooth employee transfer when taking over the new projects
- Existing projects HR management: recruitment, organization and talent development (such as job grading and talent mapping etc.), performance management, ER and be in charge of all reports required by Global or China level.
- HR projects management and implementation
- If necessary, will work closely with BD team to conduct HR Due Diligence on the client site for personnel cost estimation via various channel of data collection/verification and employment risk reveal
- Strong support on ER case
- Other tasks required by Supervisor or Company.

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Requirement:

- Bachelor Degree or above
- At least 5 years working experiences in the area of HR, and 3 years working experience in MNC as C&B function leader or HR business partner
- Solid experience in Compensation & Benefits
- Good HR mind-set to provide solutions to business
- HR management experience in manufacturing/operation management industries is a plus.
- Familiar with PRC Labor Law and ER case practice
- Fluent in both spoken and written English. French is a plus.

APPLICATION : Please send your resume to: bj-hr@ccifc.org

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