

## HR Manager

**Location:** Shenzhen

**Sector:** Hospitality

**Starting date:** ASAP

**Report to :** GM

**Job Reference:** CDS-2023-009.

### ABOUT THE COMPANY

Our client runs 34 properties with 7000 keys in the world with an enviable reputation in the hospitality industry for providing Property Management, Financial Management, Leasing Management and Senior Asset Management of the highest standard. It extends its expertise Worldwide with Regional offices in Bangkok, Hong Kong, Yangon, Singapore, Shenzhen, Australia, Spain and the United States.

Our client, through its dedicated Hotels Operations Platform manages independent properties with a hands-on approach. Its experience and creative teams provide the necessary insights and expertise in Human Resources, Sales & Marketing, Finance and Operations to guarantee a successful operation.

### RESPONSIBILITIES

1. Under the general guidance and supervision of the GM, the HRM will plan, manage, control, coordinate and participate in personnel activities in the following areas: 在总经理的总指导和监管下，人力资源经理将会计划、管理、监督、协调并且参与下列人事活动：
  - associates benefit 员工福利，
  - wages, salary 薪资，
  - labor and employee Relations 劳动和雇佣关系，
  - recruitment 招聘，
  - training as well as recommending, implementing, formulating and executing residence policies, procedures, rules, regulations for associates. 为员工培训以及推荐、实施、制订以及执行公司政策，程序，规章制度。
  - Associates wellness 员工健康方面的活动。
2.
  - Manages HR Division, ensuring compliance with all company policies and procedures; both local and government regulations pertaining to employment practices. 管理人力资源部门，确保与雇佣常规相关的公司政策与程序符合当地与政府法规。

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- Develops and implements recruiting and screening systems and procedures in order to attract most qualified candidates for position vacancies. 为了吸引最能胜任职位空缺的候选人，开发与运用招聘及筛选制度和程序。
- Coordinates with requisitioning departments in the recruitment of employee following established standards, policies and procedures; assists them in the orientation training, development and evaluation of their personnel. 根据既定的标准、政策与程序与雇佣部门协调招聘事宜，在员工入职培训、发展与工作评估方面协助他们。
- Direct supervises training department and ensures all its activities are in accordance to the needs of company and all training program have been smoothly executed. 直接督导培训部并确保其所有活动满足酒店需要并且所有培训项目能够顺利执行。
- Investigates and reviews all disciplinary actions to ensure the actions are complying with the labor law, company rules and regulations. 调查并回顾所有纪律处分，确保所有的处分符合劳动法及酒店规章制度。
- Consults with department heads on appropriate action and recommend objectives. 与部门经理协商合适的行动并提出目标。
- Ensures the associates complies with company policies and procedures as well as government regulations pertaining to employment practice. 确保员工的雇佣常规符合公司政策与程序及政府规定。
- Oversee company personnel and ensure effective staff management. 监督公司人事情况并确保高效的人员管理。
- Responsible for the administration of Human Resources Division. 负责管理人力资源部。
- General administration of the HR office. 人力资源部办公室的行政管理。
- Organizing, developing, coordinating and evaluating company training programs. 组织、制定、协调及评估酒店培训项目。
- Creates and Organizes monthly activities ( sports, gathering, party...) 创建和组织每月活动（体育，聚会，聚会...）。

## REQUIREMENTS

- Fluent English spoken and written (a must)
- Familiar with China employment law
- You have HR Manager experience at an International five-star lifestyle hotel
- Proven track record and a unique personality with 'out of the box' mind-set
- Have a solid understanding of applicable employment and labor laws
- Excellent leadership and communications skills

## APPLICATION

Please send your resume and your motivation letter to:

[sc-recruitment@ccifc.org](mailto:sc-recruitment@ccifc.org)

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**Mail subject :** Your name | HR Manager - Shenzhen [CDS-2023-009]

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