

Senior HR Supervisor 高级人力资源主管

Location: Chengdu, China

Starting date: ASAP

ABOUT THE COMPANY

关于企业

Our client is a large French company focused on environmental services, operating in various fields such as energy management, resource conservation, etc. Our client enjoys a well-known reputation around the world, serving governments in many countries and maintaining long-term cooperation with large industrial enterprises.

我们的客户是一家以环境服务为主的大型法国公司，其运营领域包括能源管理、资源保护等。我们的客户在全球享有知名声誉，为多国政府提供服务，与大型工业企业保持长期合作。

MISSIONS

工作介绍

Be responsible for HR issues to strengthen employee cohesion through the business strategy and HR regulation and policy of Company. Main responsibilities include HR policies, compensation and benefits system, recruitment and selection, training and people development, performance management, ER case, employee information and database, employee relations and other HR issues.

负责人力资源管理工作，以提高员工的凝聚力，确保人力资源方针政策符合公司的发展战略。主要职能包括人力资源政策制定、薪资方针和体系的制订、人员招聘和配置、培训与发展、绩效考核、员工关系、劳动规章制度的执行、员工信息和记录的维护，以及与人事工作相关的其它事务。

- Liaise with department managers to develop and implement local human resource strategies that are appropriate for their business needs, but consistent with Company overall human resource strategy and local government regulations;
与其它部门共同制定人力资源发展战略，并负责执行，确保其与公司发展战略和公司人力资源管理战略的一致性，并符合当地的政策法规；
- Implement and improve recruitment and policies, procedures and tools to attract and retain talent and ensure people-abilities-position fit;
执行和完善招聘和配置制度、流程和工具，吸纳人才，优化人力资源配置，确保人员及其能力符合岗位需求；

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- Design Compensation and Benefits structure, policies based on market data and performance evaluation results and ensure that competitiveness is maintained externally and equitability is protected internally.;
建立和完善薪酬福利政策、流程和工具，确保人力资源成本符合公司预算要求的同时，体现薪酬福利的有效竞争力和激励性；
- Implement and improve people development system and procedures to achieve business strategies while employees' career development;
实施和完善人员培训和发展体系、流程和工具，分析组织能力差异并提供相关的发展方案，以实现公司的业务目标，同时帮助员工获得持续发展的职业机会；
- Implement and improve the performance management system, procedure and tools to ensure it provides strong support to operations and management;
执行和完善公司绩效考核体系、流程和工具，确保绩效考核工作有效实施，为公司业务运营和人员管理提供有力指导和支持；
- Implement and improve the handling of ER cases and related arbitration cases;
执行和完善员工关系相关事件的处理以及相关仲裁案件受理；
- Develop and revise policies of labour contract and discipline to ensure that people management complies with laws, regulations and management requirements;
建立、健全、执行员工劳动合同及纪律管理制度，确保人员管理符合国家法律法规，和公司经营管理要求；
- Implement and improve HR information systems to support HR-related decisions;
执行和完善人力资源信息系统，为公司的相关人力资源决策提供数据和信息支持；
- Plan and organise ER activities, manage organisational culture and e employer branding;
策划组织员工关系活动，宣传企业文化，形成公司倡导的企业文化氛围。定期掌握员工的思想动态，支持业务部门对存在的问题制定行动计划，不断提高员工敬业度，推动雇主品牌建设；
- Manage and coach subordinates to improve their abilities and efficiencies;
负责部门员工的管理，做好工作计划、跟踪和辅导，不断提高本部门员工的工作效率和工作能力；
- Other tasks assigned by the company.
完成公司要求的其他工作

REQUIREMENT

要求

- Bachelor's degree or above;
大学本科及以上学历；
- Fluent in Chinese and English;
中文与英文流利；

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- At least 5 years of working experience in related positions;
具有5年以上相关职位工作经验;
- HR management experience in manufacturing/energy management industries is a plus;
有制造业、能源管理行业人力资源管理经验者优先;
- Familiar with Microsoft software, Excel, and PowerPoint;
熟悉微软办公软件;
- Good knowledge of recruitment, C&B, performance management and ER;
具备系统人力资源管理知识, 具备运作招聘、薪酬设计、绩效管理、培训与发展及劳动关系模块的专业能力;
- Be sensitive to business and able to provide solutions to management from an HRM perspective.
业务理解能力, 对业务需求非常敏感, 能够通过人力资源的角度为业务需求提供解决方案。

APPLICATION

申请方式

Please send your English and Chinese CV to
请发送中英文简历至

bj-hr@ccifc.org

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