**Our client is expanding rapidlyand they are looking to hire an experience HR Manager to assist them in the HR function.**

**Job Descriptions**

* Consults with line management, providing HR guidance when appropriate.
* Analyzes trends and metrics in partnership with the HR colleagues in the COE to develop solutions, programs and policies.
* Manages and resolves complex employee relations issues. Conducts effective, thorough and objective investigations.
* Provides day-to-day performance management guidance to line management (e.g., coaching, counselling, career development, disciplinary actions).
* Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
* Provides HR policy guidance and interpretation.
* Provides guidance and input on business unit restructures, workforce planning and succession planning.
* Participates in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met.
* Support the year end performance management and compensation process, working closely with Compensation and Benefits partner during the annual performance and pay review salary and bonus cycle.

**Job** **Requirements:**

* Bachelor's Degree in Business/HRM related discipline with more than 8 years of HR business partnering work experience; preferably in large-scale firms
* High Confidence – able to liaise with people of all levels and the maturity to build strong relationships
* Demonstrated competencies in resolving complex business/HR challenges
* Strong analytical abilities and excellent stakeholder management skills, coupled with a good knowledge of the local labour law and HR practices and procedures
* Resourceful and process-oriented
* Strong business acumen and HR operational experience
* Excellent communication, interpersonal and influencing skills
* Ability to contribute both at the strategic and operational level is essential
* High level of maturity in managing many different stakeholders
* Strong communication skills in both English and Chinese will be ideal as the role requires frequent communications with the stakeholders from China.
* Ability to travel regionally