**Brief Description**

This role will be part of the APAC HR team responsible for the full spectrum of the HR function including recruitment and selection, learning and development, compensation and benefits, performance management, employee engagement, HR statutory compliance and day-to-day human resource management. The HR scope spans across the APAC region including Australia, China, Hong Kong, India, Japan, South Korea, Malaysia and Singapore.

**Detailed Description**

* Handle all recruitment activities across the region including researching, sourcing and online postings via LinkedIn and other available job portals, working with recruitment agencies where necessary, screening and interviewing of candidates, recruitment tracking and background screening.
* Manage new hire onboarding process from employment offers to probation and confirmation.
* Manage term contract renewals and ensure timely administration of the renewal process across the region.
* Support and assist in managing all employee benefits including medical, employee insurance and leave administration
* Work with managers on training needs and coordinate all learning & development activities.
* Support and assist with the development of organizational change.
* Manage and maintain HR policies and processes in line with legislation and organization goals and objectives
* Compile and submit timely regular/weekly/monthly reports
* Support and assist with all HR activities and global/regional HR-related projects implementation across the region
* Partner with line managers to attract, motivate and retain talent
* Collaborate as a key member of the regional and global Human Resources teams

**Job Requirements**

* Bachelor Degree in Human Resource with 6-8 years of relevant working experience
* Solid hands-on experience in handling recruitment in the APAC region
* Strong HR operational skills with an eye for detail
* Able to manage multiple tasks and projects in a fast-paced environment
* Experience in cross-cultural environment in the APAC region
* Good communication and interpersonal skills
* Pro-active and adaptable self-starter with integrity to handle confidential matters
* Able to work well independently as well as within a team
* Fluent in English and Mandarin