

Détail de l'offre : HR Specialist - Generalist

Partenaire	Influence Matters.
Adresse	Beijing
Ville	Pékin
Référence	21D1623229683
Titre	HR Specialist - Generalist
Description du poste	<p>About the job</p> <p>This position is ideal for candidate who is enthusiast about human resource with clear career plan to grow into a HR generalist with a fast-growing strategic communication agency. You will be supporting HR Director to implement and optimize Talent Search and Recruitment, People Experience and Engagement, Learning and Development and HR partner management, provide an efficient HR supports and internal employee engagement service to meet the organizational and team needs.</p> <p>This position allows you to gain the first-hand experience in building and growing a communication agency from a small size to medium size, become a true business partner and people partner across Beijing and Shanghai offices.</p> <p>The candidate will demonstrate outstanding professionalism, integrity, care of talents and their work experience, and be an accountable agency brand ambassador.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> * Work directly with (client) account team Directors and Managers to identify core competencies, develop appropriate job description and success profile for each role, identify and acquire matching talents * Assist with implementation and coordinating major Human Resources processes, including onboarding and offboarding, orientations, promotions, work milestones, performance and PDP management, compensation and salary administration * Conduct on-going talent search and mapping, manage and develop talent pool (Band 1-4) and recruitment pipelines * Serve as an escalation point for personnel and employee relations issues and providing guidance and intervention, as needed * Support and advise executives on HR policy, ensuring compliance to the company's policies, consistently optimize and improve HR related procedures, tools, and policies as needed * Support HR Director to source and select HR providers, trainers, professional development training programs and leadership coaches, be able to give recommendations based on individual PDP needs and management leadership development needs * Liaison with HR providers and partners, consistently update and align HR and labor laws and local cities policies * Design talent engagement programs, organize company-level team buildings, L&D programs, and internal communications * Work closely with Office Operation Specialist and Marketing Specialist on inhouse branding, talent stories and brand promotions, support Awards application process
Type de contrat	Emploi
Métier	Communication / Création Marketing / Webmarketing
Société	Influence Matters
Description de la société	<p>Influence Matters is a strategic PR and Marketing consultancy helping international B2B tech startups, scale ups and SMBs succeed in China. We help our clients connect with their stakeholders in China by creating and executing performance-driven communication strategies supporting clearly defined business objectives in China. For more information and case studies, please visit our website: www.influencematters.asia Or check our LinkedIn page: InfluenceMatters</p>
Localisation	□□ Pékin
Pays	Chine
Profil recherché	• Bachelor's degree, 1- 3 years of human resources operational experience or

headhunting experience, preferably from communication industry experience, and a fast-growing, consistently changing and high complexity environment

- Be familiar with China labor laws and regulations
- Experience in employee engagement and L&D function is a PLUS
- A strong communicator with effective listening, presentation and influencing skills, great interpersonal skill
- High learning agility to understand the business strategy, financial environment and team dynamics and apply the knowledge in selecting and developing talents
- Excellent ability to quickly grasp the company's operation and business drivers; possess a high degree of integrity and independence
- High flexibility/ambiguity, ability to handle multiple tasks, strong sense of time and project management
- Solution and result oriented, people service mindset
- Initiative and can-do attitude, enthusiastic about people, and full HR function
- Excellent English language skills both written and verbal
- Proficient PC skills including Excel, PowerPoint, and Word, experience of HRIS is a preferred

Expérience Débutant (-3 ans)

Secteur Ressources Humaines

Langues Anglais