

HR Director - Philip Hayden Foundation - Tianjin Representative Office

Our Foundation has an immediate need for a Human Resources Director at our Representative Office in Tianjin China. We're looking for an experienced professional with a background in personnel management, human resources and advocacy. Our organization employs approximately 15-20 individuals, and the successful candidate will be responsible for managing every aspect of their employment needs. If you love working with people, bi-lingual in Mandarin Chinese and English (both written and oral), have 2 or more years' experience in HR, are familiar with Chinese labor policies, we would love to talk to you about this position.

HR Director Job Responsibilities

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Overseeing the hiring process and ensuring all professionals, from executives on down, are in compliance with local labor laws, and in-house regulatory requirements and procedures
- Ensure job descriptions are up to date and compliant with all local regulations and organizational needs
- Create and implement employee relations policies to help increase employees' job satisfaction
- Devise a list of procedures and practices for hiring new employees and managing staff.
- Develop training materials and performance management programs to help ensure employees understand their job responsibilities and duties
- Establish an orientation procedure for onboarding new hires and training them to meet the needs of the organization
- Create a compensation strategy for all employees based on market research and pay surveys; keeps the strategy up to date
- Applying for and managing foreign staffs' work permits, visas and other documents pertaining to their employment with the organization
- Organize team building activities to promote a healthy and vibrant work environment.
- Communicate with employees about compensation, benefits and other facets of their employment
- Overseeing long term volunteers and interns' work assignments, work hours and work requirements
- Approve and schedule Paid Time Off, Annual Leave, Sick Leave and other qualified leaves based on employee needs and company requirements
- Investigate employee conflicts and oversee conflict resolution
- Respond to questions, suggestions, or complaints from employees in a timely fashion
- Manage all other HR department personnel

HR Director Skills

- Bachelor's Degree or higher in Human Resources or related field required.
- 2 years' experience in human resources department
- Strong understanding of Chinese and international labor laws
- Strong understanding of the interviewing process, benefits administration, payroll and other HR functions
- Excellent communication, leadership and planning skills
- Fluent in Mandarin and basic English language

Benefits

- Competitive salary
- On-campus housing and utilities
- On-campus medical care
- Vacation time
- Social Insurance (Chinese nationals – only)