

Posted 11 July 2024

HUMAN RESOURCES MANAGER

Hong Kong

The Human Resources Manager will play a leading role supporting Asia-based employees and leaders with end-to-end Human Resources support including recruitment, employee relations, performance management and strategic projects in Hong Kong and across our Asia offices. You will lead the delivery of all HR services to internal stakeholders, as well as partner closely with regional and global counter parts on DEIA, Talent & Development, and Succession Planning.

Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

- Based in Hong Kong to support the Chief of Staff & Senior Human Resources Director, Asia and provide end-to-end HR services to business units aligning people and business strategies to fulfill business goals.
- Provide HR services to the business units including recruitment, C&B administration, tax reporting, employee relations, performance management, procurement and other functions.
- Review HR policies and procedures and provide relevant HR advice to line managers.
- Communicate HR policies, procedures, programs, and laws as required for each situation.
- Comply with all existing HK and individual Asia country laws in accordance with company Human Resources policies.
- Provide advice and review on employer branding, staff retention strategies, and HR best practices.
- Identify process enhancement opportunities and provide suggestions on HR improvement plans.
- Play an active role in the implementation and roll-out of any future HRIS adopted by the company.
- Provide assistance to employees for HR inquiries.
- Perform ad-hoc duties as assigned by manager.

Professional Skills and Experience

- 5+ years relevant HR Business Partner/Generalist experience in MNC.
- Experience in recruitment, with experience recruiting at all levels, ideally with some exposure to recruiting outside of Hong Kong.
- Knowledge of HK Labour Ordinance essential, wider APAC knowledge would be highly beneficial.
- Highly organized, self-motivated and who enjoys working in a fast-paced international environment.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.
- Effective oral and written communication.
- Fluency in English required; Cantonese and Mandarin preferred.

Education and Training

- Minimum of a bachelor's degree or equivalent in Human Resources or Business.
 - Up to date training in employment law, employee relations, compensation, and benefits.
 - Art Industry or Luxury experience, desired but not a must.
-

Personal Attributes

- Ability to multi-task and work with strict deadlines, under high-pressure situations, and remain calm in stressful situations; ability to prioritize and adjust with change.
 - Keen attention to detail, highly organized, and strong follow-up skills.
 - Ability to manage sensitive and confidential information with discretion and diplomacy.
 - Excellent, professional communication and interpersonal skills.
 - Proactive, dependable and ability to work without direction using company standard.
 - Strong analytical skills and problem-solving ability.
 - Demonstrate honesty and integrity.
-

Working Conditions

- Work is undertaken primarily within an office environment at Hong Kong office location.
 - Flexibility with working hours including some evenings and weekends is required.
-

Interested parties please apply and send your Full resume with expected salary to us by clicking "Apply Now".