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| Job Title: | Human Resources Manager | Language(s) Required:  | Chinese (Mandarin),, English |
| Department/Group: | MILLERIA Limited | Will Train Applicant(s): | Yes. |
| Location: | Shenzhen | Travel Required: | Yes, Occasionally. |
| Salary Range: | Market Rate | Position Type: | Full Time |
| Posting Date posted: | 09/14/2012 | Posting Expires: |  |
| External posting URL: | Once you have edited your job description, [click here](http://clk.atdmt.com/MON/go/140269971/direct/01/) to post the job on Monster.com. |
| Internal posting URL: | www.milleria.com |
| Job Description | Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. |
| Responsibilities:* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
* Prepares employees for assignments by establishing and conducting orientation and training programs.
* Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
* Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
* Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
* Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Completes human resources operational requirements by scheduling and assigning employees; following up on work results.
* Maintains human resources staff by recruiting, selecting, orienting, and training employees.
* Maintains human resources staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
* Contributes to team effort by accomplishing related results as needed.
* Provides information by answering questions and requests.

**Skills/qualifications:** * Hiring, Human Resources Management, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Classifying Employees, Employment Law, Laws Against Sexual Harassment, Organization
* Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Verbal Communication.
* Performance Management, Giving Feedback, Project Management, Coaching, Foster Teamwork, Supervision, Staffing, Business Knowledge, Technical Leadership, Technical Management, Vision
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