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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 | | | |