

## **Job Description**

### **Position: HR Manager**

As a member of the Corporate Human Resources team, the HR manager will support the HR operation of corporate office and provide customized generalist HR support and advice to allocated business units of the organization.

- Report directly to HR Director.
- Support full spectrum of HR functions with major focus in compensation & benefits, employee relations, policy & procedures.
- Participate in different HR projects, act as partner of SBUs HR, supports them in driving people strategies and organizational development.
- Handle staff relations and enhance employee engagement by driving activities and internal communications.
- Participate in HR digitalization journey
- Participate in Employer Brand building project, such as company website design.
- Other ad-hoc assignments as required.

### **Requirement:**

- Degree holder in Human Resources Management or relevant discipline
- Minimum 5 years' relevant experience as HR generalist, preferably with Greater China exposure
- Experience in total rewards strategies design, cultural transformation or HRIS implementation is an advantage.
- Candidates with stronger experiences will be considered as Senior Manager
- Able to work in a fast-paced & culturally-diverse organization; be able to adapt to a multi-cultural work environment.
- Experience of working in family businesses is preferred but not a must.
- Strong communication, stakeholder management and project management skills.
- Team-oriented and can also work independently with normal level of supervision.
- Positive mindset with can-do attitude in driving organizational changes.
- Good command in both written and spoken English and Chinese (Cantonese/ Mandarin).
- Proficient in MS Office programs, including Word, Excel, PowerPoint.
- Occasional travels to other office locations per business requirements.

Application can be sent to Angie Lo, Talent Management Lead of Luen Thai Group (Private) directly at [angie\\_lo@luenthai.com](mailto:angie_lo@luenthai.com).

Personal data collected will be used for recruitment purpose only.