



## **Job Description**

### **Human Resources Sr. Manager, APAC**

In line with overall business strategy, lead and manage a broad range of HR functions including:

- organizational planning
- talent acquisition
- development
- compensation and benefits
- legal compliance
- HR processes

Act to support the business expansion in Asia.

#### **Principal Accountabilities**

- Implement and manage HR processes, including, but not limited to the following:
  - payroll management and administration
  - recruitment
  - performance management
  - induction program
  - compensation and benefits
- Maintain and continually improve HR strategy and policy in compliance with business needs for short-term and long-term perspective
- Lead learning and development effort for both corporate and retail team to support our world class retail training system
- Manage HR and training budget
- Work with global and regional team to support global HR programs / initiatives.
- Enhance the company culture and drive the employee engagement

#### **Qualifications**

- University studies in Human Resources Management or related field
- 5-10 years' relevant Human Resources experience
- Minimum 3+ years' experience working in Human Resources across multiple countries in Southeast Asia; familiarity with Human Resources protocols in China a plus.
- Experience in retail human resources, specifically food & beverage retail, preferred but not required.
- Mature, proactive, self-motivated and strategic thinking
- Excellent interpersonal and communication skills, able to build relationship and influence employees at all levels.
- Excellent communication skills in both English and Chinese
- Desire to work in a fast-paced and results-oriented operating environment
- Good team player and strong people management and leadership skills

