

上海马尔斯企业管理咨询有限公司人力资源经理 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/490/2021_2022__E4_B8_8A_E6_B5_B7_E9_A9_AC_E5_c123_490840.htm 职位描述：某公司因业务发展需要，先招聘：人力资源经理职位描述及要求Job Title:HR Manager职位：人力资源经理 Report to: China Deputy Manager 汇报对象：副总经理Essential Duties and Responsibilities 主要职责（包括但不限于）：-Responsible for the overall HR work全面负责公司的人力资源工作；-Make, implement,and supervise the corporate personnel management policies.组织制定、执行、监督公司人事管理制度；-Make HR planning. make recruitment plans and procedures,interview and filter, and coordinate departments.制定人力资源战略规划，制定招聘计划、招聘程序，进行初步的面试与筛选，做好各部门间的协调工作等；-Organize the performance management. supervise the process executed by each department. perfect performance management system.组织实施绩效管理，并对各部门绩效评价过程进行监督控制，完善绩效管理体系；-Make salary and promotion policies. organize salary increase assessment and promotion assessment. make corporate welfare policies. transact social security welfare.-制定薪酬政策和晋升政策，组织提薪评审和晋升评审，制定公司福利政策，办理社会保障福利；-Organize personnel training before formally on job,and technical training to improve their quality.组织员工岗前培训、技能培训有效提高员工基础素质；-Make staff development plans and promote their work motivation.制定员工发展计划，有效提高员

工工作积极性。 Job Requirements (Qualifications)任职要求：5 years or above HR experiences in manufacturing field, 3 years or above in HR Department management 5年以上制造业人力资源经验，3年以上部门管理的经验；Familiar with national law and local regulations熟悉国家法律和地方法规；Dynamism, autonomy, initiative, be able to work under pressure积极主动，经历充沛，能在压力下工作；Excellent communication and coordination skills优秀的沟通交流技巧；Good command in English英语良好；Familiar with Microsoft etc熟练操作Microsoft等办公软件。 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com