

Human Resources Manager, Kian Soon Group

Company: Kian Soon Mechanical Components Pte Ltd, Member of Bufab Group

Department: Human Resources

Direct Manager: Managing Director Kian Sonn Group

Dotted Line to: Human Resources Manager BU APAC Bufab

Purpose of the role, summary

Define overall reasons the position exists (its purpose), as well as outlining key roles, functions and areas of focus that are part of the position

Be one of the strategic leaders in Kian Soon Group to drive the company's ambitious growth plan

Play an active role in the development and implementation of HR strategy and initiatives to support business needs

Be a bridge between the management team and the workforce, as well as between Kian Soon Group and Bufab BU APAC

Expected outcome

Define key responsibilities of the position in terms of the expected results and standing outcomes in support of organisational objectives and goals, what the position is expected to achieve. (No more than 7 – 10)

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Overseeing all HR process and procedure, ensuring 100% legal compliance at all sites
- Responsible for HR-related budget and cost matters, working closely with business leaders to continuously improve workforce overall efficiency
- Identify, develop, plan and implement HR and programmes that impact business operations in the areas of C&B management, talent acquisition, performance management, learning and development, staff retention and employer branding.

About Bufab

Today, the Bufab group has over 1800 employees and 55+ wholly owned subsidiaries in 28 countries. Our employees are what makes our success. We offer freedom, responsibility, and development opportunities in an international environment and in a company characterized by entrepreneurs. At the same time, we maintain a lot of the company's family feeling that we have had since we were founded in 1977. Read more about us at www.bufab.com or www.bufabgroup.com

- Develop and integrate the Bufab Code of Conduct and discipline policies and procedures, in line with organisational values.
- Establish and execute employee communications and engagement initiatives. Derive meaningful insights and analyses from such engagement as inputs for HR programs. Constantly review and refresh for effectiveness.
- Develop solutions and facilitate negotiations to resolve employee conflicts, grievances and disputes to achieve mutually agreeable outcomes.
- Recommend programmes and initiatives to strengthen relationships among employees.
- Analyse current organisational employer brand position to identify gaps, propose potential improvements and enhancements to the employer brand.
- Develop training plans, evaluate and assess effectiveness of training for the company's total training and development plan.
- Identify changes required to HR systems for better alignment with industry best practices.
- Develop and implement employee health and well-being programmes in the workplace.
- To perform other HR tasks and adhoc projects as may be assigned by MD

Required Qualifications & Competences

Required Qualifications (education, training, certificates...) and Competence (professional, business, social and personal skills) that enable successful achievement of the position's outcomes.

- Minimum: Degree in Business or Diploma in HRM
- Minimum 5 years of relevant work experience in Human Resources.
- Teamwork within team and across departments
- Effective time and stress management.
- Multi-tasking in a fast-paced working environment
- Negotiation skills
- Ability to use MS office, Outlook, Word and Excel.
- Good command of Mandarin and English in both writing and oral (may need to translate important communication messages to Mandarin speaking colleague)

Interested?

Please send your CV & Application letter to Sheron Liang sheron.liang@bufab.com.

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