



HR Manager, China – ACS International

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ACS International is currently seeking an HR Manager based in China.

Position Summary

HR Manager, ACSI China is the direct point of contact for ACSI personnel in China, they will provide answers to employee HR questions and policy interpretation. HR Manager will also provide ongoing support to HR Leadership and local management in a wide range of consultative activities with ACSI staff. This position is responsible for working collaboratively with HR Leadership to complete HR initiatives including special projects, analysis of data, HR metrics, preparation of reports and communications, and employee relations as assigned. The HR Manager researches, prepares, and analyzes information and provides recommendations to HR and local Leadership. This position will additionally provide guidance and identify trends to promote retention and staff engagement. This position will report to the HR Business partner in US.

Position Accountabilities

1. Provides guidance to managers and staff in the organization regarding policy interpretation, compensation, and other HR related questions. Determines when issues should be escalated to the appropriate HR Leadership.
2. Partners with HR leadership on all major HR initiatives and projects, such as statistical analysis of demographics, communications and presentations, HR metrics, and others.
3. Researches and prepares analysis for various HR initiatives including division-specific data analysis, overall organizational data analysis, identifying trends, providing recommendations, etc.
4. Coordinates recruiting activities such as managing candidate relationships and onboarding. May also source, screen, and interview candidates.
5. Coordinates the HR exit interview process and documents critical information to be included in a summary report for management. Assists with analyzing turnover data to identify factors contributing to attrition and provide retention recommendations.
6. Develops job descriptions and works with HR leadership and recruiting, to determine appropriate grade level. Organizes and maintains job descriptions for all divisions.
7. Proactively identifies solutions and opportunities for process improvement, implements and documents procedures, and coordinates implementation within the HR department, partnering with the HR leadership.
8. Serve as compensation liaison for CAS. Lead compensation process and analysis with divisions, including job analysis and evaluation, and assignment of grade levels. Partner with the HR Business Partner to match unique positions with market data or areas of concern based on retention, talent acquisition issues, and other areas. Liaison with central Compensation unit.
9. Manage and implement joint initiatives, such as organization compensation studies, evaluating positions and coordinating with HR and local leadership, as necessary.
10. Manages and reviews employee engagement functions and special events for staff and ensures a variety to impact the broader interests of most staff.
11. Perform other duties as assigned.

Minimum Education/Experience/Technological Knowledge

- Bachelor's Degree HR, Business or related field required
- 3 to 5 years demonstrated Human Resources experience

- Must have a thorough knowledge of employment and labor laws and regulations in China, as well as HR policies/practices (Benefits, Compensation, retirement, etc.)
- Fluent in English and Mandarin, both in verbal and written form.
- Demonstrated experience front-line support of international personnel in Asia
- Ability to work with both the local and US-based management teams.
- Ability to write and interpret policies and procedures, as well as complete complex projects involving recruitment and compensation.
- Advanced level computer software skills (MS Office, Word, Excel, Power Point).
- Strong orientation towards action, process and metrics management, and innovation.
- Excellent verbal and written communication skills.
- Proven ability to build relationships, establish trust and credibility and provide excellent customer service with individuals from all organizational levels.
- Ability to display a professional presence when communicating individually or in group settings.
- Ability to adapt to changing needs of the business and proactively implement human resources projects and initiatives.
- Ability to identify, analyze and resolve problems and conflict.
- Ability to manage multiple tasks, projects, and issues simultaneously.
- Experience with highly technical professionals and diverse workforces preferred

To apply for a position, please submit your cover letter and CV to careers@acs-i.org