

Position: Senior HRBP

YueCheng Education

YueCheng Education (YCE) pioneers a new kind of education in China, providing high-quality, internationally-minded education for 2-18-year old students. YCE is firmly focused on progressive education that is personalized and challenging. YCE's constituent institutions include not-for-profit schools Beijing City International School (BCIS) and the YueCheng Kindergartens. Other educational projects include YueCheng Education Research Institute, the Learning Frontier and the Reading Frontier. You may please learn more about YCE by visiting www.yuechengeducation.com

Job summary

- To provide HR partnership to office/school functions in relation to full HR support including talent acquisition, retention and development, staff engagement, employee relations etc. towards aligned business strategy and mission.
- To work closely with HR team to fulfill requirements related to Human Resources from office/school functions in terms of Talent Management, C&B, Performance Management, PD and so on.
- To play a key role in change management to ensure smooth integration process in the whole organization.

Reports to: Assistant HR Manager

Job Responsibilities will include the following:

- Partner with business leaders to set both long-term and short-term organization strategy and implement strategic HR initiatives to ensure the ultimate effectiveness of the organization.
- Function as HR operation expert to manage all HR operation processes to support business in responsible areas
- Coach, support and advise business leaders in day-to-day people management, organization and employee relations matters, disciplinary actions etc.
- Participate in budget, forecast and planning
- Assist international employees with expatriate assignments and related HR matters.
- Provide HR policy guidance and interpretation
- Work closely with HR team in staffing process
- Identify training needs for business units and individual executive coaching needs, participate in evaluation and monitoring of training programs to ensure success, training experience is preferred.
- Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Perform other related duties as assigned.

Qualifications and desired attributes:

- Bachelor's degree above, major in human resources/psychology is preferred.
- 5-10 years of experience in related field, preferably in Education sector
- Working knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee relations, performance management, professional development, talent acquisition, etc.
- Proficient English level and excellent verbal and written communication skills
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations and policies
- Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills