

**WE ARE LOOKING FOR**

**Human Resources Manager, Kian Soon Group**

*Bufab’s business is about dedication, speed and trust. We deliver solutions, not products. We are a large family of strong entrepreneurs with big hearts and we believe in personal initiative locally to drive the business forward. We are dedicated to always deliver our customers’ C-Parts needs and we believe in global teamwork using the Bufab Best Practice to provide the best solutions for our customers. Or as we say: we are Solutionists.*

*Today, we are over 1700 team members in 28 countries. Our team members are what make our success. We offer freedom, responsibility and development opportunities within a highly international and entrepreneurial company. At the same time, Bufab retains a lot of the down-to-earth and personable feeling that we have had, since our foundation in 1977.*

*For more information, please visit* [*www.bufab.com*](http://www.bufab.com) *and* [*www.kiansoon.com.sg*](http://www.kiansoon.com.sg)

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| **Company:** | **Kian Soon Mechanical Components Pte Ltd, Member of Bufab Group** |
| **Department:** | **Human Resources** |
| **Direct Manager:** | **Managing Director Kian Soon 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.
* Develop and integrate the Bufab Code of Conduct and discipline policies and procedures, in line with organisational values.
* Establish and and execute employee communications and engagement initiatives. Derive meaningful insights and anlayses 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](mailto:sheron.liang@bufab.com) no later than July 15th, 2022.