

ABOUT COMMUNITY CENTER SHANGHAI:

CCS (Community Center Shanghai) is the largest expat association with 12 years of history serving the international community working and living in Shanghai. We provide cultural and language classes, enrichment and tours, career & family counseling, children's programs, networking programs and charity opportunities for over 30,000 international families. We have an exciting position open

POSITION TITLE: HR Director

HOURS: Full time, with some flexibility negotiable to a 4 –day part time role

ACCOUNTABILITY: Executive Director

WORK LOCATION: This position will be based at CCS Pudong Center,

DUTIES:

1 . HR Strategies

- Working with ED and define the unique opportunity and challenges CCS face in talent recruit and talent retention. Analyze HR market data and help ED to formulate an HR Strategy especially in terms of salaries to be offered, and identify non-salary based attributes of CCS that attract talents
- Talent recruit strategy – Define where and how to recruit, and encourage referral incentives
- Talent retention strategy – recommend and set compensation and incentive criteria
- Succession planning strategy – how to plan for the transient nature of our expats based senior management team's natural turn-over issues
- Team building and team training strategy: Plan twice a year team building and team training activities, themes and topics of interest.
- Legal knowledge of China's hiring laws, respective to local employee, expat employee and Taiwan/HK employees,
- Employee handbook development: draft an easy to use, not overly complicated employee handbook
- Employee orientation packages designed
- Volunteer recruiting strategy – how to recruit and manage volunteers

2. HR Execution:

- Organization Chart: Define and maintain organization chart with ED based on business needs
- Job description creation: working with each director and draft job descriptions and qualification requirement.
- Recruiting: Maintain an active association with Ivy league universities, Amcham, Auscham,

Cancham and other outlets of talents. Screen resumes and identify, research and secure qualified candidates for initial interview.

- New employee orientation: Mission and Vision, contacts, IT, etc
- Performance Review: Conduct performance review to all employees on a 3-months cycle.
- Monthly meetings with employees to touch base and identify early signs of issues and alert ED.
- Bonus and incentive programs: Execution of incentive program for CCS .
- Handle expats employee's visa and work permit renewal, and new applications.
- Organize and coordinate trainings for employees, motivate employees vision of CCS.
- Handle employee complaints and terminations: Help ED to communicate, and properly handle any employee issues

4. Board Level Reporting:

- Quarterly HR update to the board
- Review ED's performance and directly report to the Board.

QUALIFICATIONS

- Bachelor's degree or above in HR, or Business Management.
- 3-5 years HR experience or senior management experience
- Counseling or trainer certificate or experience a plus
- Knowledge of employment laws a great plus, but can be learned on the job.
- **Fluent in English and Chinese.** Excellent oral and written communication
- Ability to interact effectively with a wide variety of people in a variety of social settings.
- Ability to work under pressure and an ability to think strategically.
- Familiarity with CCS services and mission, along with familiarity of International resident population.
- Strong computer skills with knowledge of Microsoft Word, Excel and PowerPoint.
- Professional, clean, neat appearance.

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