**Job Description**

Human Resources, Head Office

**POSITION TITLE:**  HRE Team Leader

**FUNCTIONAL OBJECTIVE:** This position reports to HR Manager for assigned tasks. You will be in charge of a HRE team, supporting HRM with delivering HR’s employee relation service, further enhance and promote HR standardized activities and procedures, HR employment relation function management and HR cooperation/support for clubs.

**DIRECTLY MANAGES:** HR Executives

**REPORTS TO:** HR Manager

**KEY RESPONSIBILITIES**

* 50% Standard operating as HRE
  + - In charge of HR service delivery for assigned clubs
    - Manage and update the employees’ database via hard copies and BIM HR software. Ensuring the employees data//profile are systematically & effectively managed.
    - Complete and follow up all HR’s paper works/ HR procedures such as: offer letter, labor contract, HR’s decisions, ect to the clubs as assignment.
    - Advise employees/managers of labor relation issues, updating HR’s Polices, Insurance, PIT, labor law, employee benefits for staff’s acknowledgment and compliance.
    - Prepare document and welcome all inspection team in Elite Fitness System.
    - Coordinate with Recruitment and C&B team for the accuracy and updated information input, ensuring the headcount recruitment need and on time fulfillment, ensuring the compensation/benefits of the staff in assigned clubs are well managed and in accordance with Company policy.
    - Ensure the implementation of Company policies and guidelines (performance evaluation, goal setting, ect) at clubs are aligned and timely managed.
    - Other assigned work tasks
* 40% Work tasks as HRE Team Leader
  + - Training and supervise HREs’ work performance to ensure the consistency, efficiency, and effectiveness of HRE team
    - Enhance work cooperation/connection to all assigned clubs for timely understanding, survey/investigation to club issues and proper report to HRM for suitable problem- solving plans.
    - Ensure the HRE team have good support and coordination to relevant functional team in HR Department as well as with office and clubs.
    - Support HRM with suitable improvement initiatives to further promote and enhance performance and the HR service at Elite Fitness.
* 10% Values
* Model the company value system

**EDUCATION/EXPERIENCE:**

* A Bachelor degree with a major in related fields is a preference
* At least 3 years working experience as an HR Team Leader
* Good English comprehension
* Good supervisory/management skills, problem -solving skills and communication/interpersonal skills.
* Be a quick learner, well adapt to Company’s culture
* Integrity and outgoing/friendly personality

**ATTRIBUTES AND BELIEFS:**

* Desire to see direct reports grow and learn
* Loves to smile and engage staff and members at every opportunity
* Naturally looks for ways to communicate clearly
* Understands that work and life are integrated and looks for ways to live fully
* Craves knowledges, is an avid student of life
* Training and imparting knowledge is a core belief

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HR Manager HRE Team Leader

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