Employee Management Specialist

Job Description:

This employee management specialist will support group companies' personnel management. In detail:

- Manage employee data integrity and prepare employment records report in support of company's workforce planning, staffing, and business plans through the use of Human Resources Information System (HRIS);

- Assist management to identify employee relation issues from various aspects such as work satisfaction, employee conflicts, grievance, discrimination, harassment allegations; advise employees of rights including Equal Employment Opportunities (EEO), affirmative action guidelines and law, Civil Rights Acts, and ensure managers and employees' consistent application with legal standards and integration of company standards to promote an ethical and compliant work environment;

- Evaluate benefit offerings including health/welfare programs, retirement savings, employee recognition and other fringe benefits from service providers to prepare report of findings, review trends in plan and premium, and develop cost saving strategies to implement benefits package that is tailored for company business;

- Manage employee performance appraisal process by using 360-degree method in implementation of metrics such as productivity, forced ranking, customer satisfaction level and retention rate to determine wage and salary increase, annual bonus and promotion;

- Develop employee training and career development program through methods including training manuals, on-the-job coaching, group discussions, field trips, job-related conferences and seminars by identifying employee KSAs (knowledge, skills and abilities) based on performance appraisal to build a collaborative workplace and boost performance

- Conduct company workforce analysis with integrated operation and multiple data by using statistic method to compute report metrics, such as recruitment rate, retention rate, promotion rate, , turnover rate, human capital ROI, in supporting management team with employee development and business performance management.

- Coordinate recruitment process with department managers in standard work process, job analysis, key performance indicator metrics, talent sourcing strategy and supporting staffing plan.

Knowledge and technologies required: human resource management, business problem analysis, reward system and performance management, training and development, staff and employment selections, as well as statistics methods of SPSS software.

Category: Full Time

Location: Pasadena, TX

Minimum Requirements:

Bachelor's degree in Human Resources Management plus one year of work experience in personnel management as of coaching and training staff with combined knowledge of human resource management, business problem analysis, reward system and performance management, training and development, staff and employment selections, as well as statistic methods of SPSS software.

Employer Contact Information:

Emily Guan

C&Y Global Inc.

121 N. Pasadena Blvd

Pasadena, TX 77506