

<b>Job Description 职位描述</b>		inclusion factory 中德融创工场 
<b>HR &amp; Training Manager 人力资源与培训经理</b>		
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Signed by Superior: 上级签名：	Date: 日期：	
Signed by Employee: 员工签名：	Date: 日期：	

**Job Title: HR & Training Manager**

职位名称：人力资源与培训经理

**Reports to: Inclusion Factory General Manager**

汇报对象：中德融创工场总经理

**Job Description:****职位描述:**

<b>Primary Responsibilities</b> 主要职责	<ol style="list-style-type: none"> <li>1. Managing company's HR strategy 管理公司的人力资源战略</li> <li>2. Employee Training &amp; Development; supervise the Social and Vocational programs of company employees with disabilities 员工培训与发展；监督残障员工的社会和职业计划</li> <li>3. PR Activities &amp; company representation 公关活动&amp;代表公司</li> </ol>
<b>Daily Duties</b> 日常工作	<p><b><u>Managing company's HR strategy</u></b> <u>管理公司的人力资源战略</u></p> <ol style="list-style-type: none"> <li>1. Manage the staffing process, including recruiting, interviewing, hiring and onboarding 管理员工配置流程，包括招聘、面试、录用和入职</li> <li>2. Ensure Job Descriptions are up to date</li> </ol>

及时更新在招岗位的职业描述

3. **Develop training materials and performance management programs**  
编写培训材料、完善绩效管理计划
4. **Create a compensation strategy for all employees based on market research; keep the strategy up do date**  
根据市场调查为员工制定薪酬策略；保持薪酬策略与时俱进
5. **Investigate employees' issues and conflicts and bring them to a resolution**  
调查员工遇到的问题和冲突并提出解决方案
6. **Ensure the organization complies with local regulations**  
确保公司在用人方面符合当地法律法规
7. **Maintain HR system and processes**  
维护人力资源系统及流程
8. **Conduct performance and salary reviews**  
进行员工绩效和薪资检查
9. **Analyze trends in compensation and benefits**  
分析薪酬和福利趋势
10. **Provide support and guidance to HR staff**  
为人事部同事提供支持和指导
11. **Design and implement employee retention strategies**  
设计和实施员工职位保留计划
12. **Ensure all company HR policies are applied consistently**  
确保公司人力资源政策得到一致应用
13. **Responsibility for Company Training & Employee Development**  
负责公司培训和员工发展
14. **External HR management: Inclusion Advisory**  
外部人力资源管理：融合咨询

**Employee Development - supervise the Social and Vocational programs of company employees with disabilities**

员工培训与发展；监督残障员工的社会和职业计划

Ensure the personal and professional development of our employees with disabilities.

确保残障员工的个人和职业发展

Full responsibility over training department: 1 training manager and 2 job coaches (trainers)

对培训部门全面负责：1名培训师和2名就业辅导员

### Social Aspect:

#### 部门协作方面:

1. Offer professional guidance, support, and training to Job Coaches  
为就业辅导员提供专业指导、支持和培训
2. Provide guidance and support to training team in designing and executing systematic vocational and life skills education programs for employees  
为培训团队提供指导和支持，制定并执行系统的员工职业和生活技能提升计划
3. Oversee extracurricular and leisure activities  
监督残障员工工作休息和休闲活动
4. Responsibility over employee's personal development program aiming in enhancing employees' abilities, confidence, life skills and inclusion in the society  
负责员工个人发展计划，旨在提高员工的能力、信心、生活技能和社会参与度

### Production Aspect:

#### 产品方面:

1. Guide the training department with the aim to ensure that the Operator's production work is in line with her/his abilities, development program, and production needs  
指导培训部门确保操作员的生产工作与员工能力、发展计划和生产需要相匹配
2. Design a vocational development plan for the Operators based on the Operator's needs and feedback from training & production departments  
根据操作员的需求和培训与生产部门的反馈，为操作员设计职业发展计划
3. Continuous coaching and guidance of the training and production team  
对培训团队以及生产部门进行持续指导

### PR Activities:

#### 公关活动:

1. Present the Inclusion Factory to external parties as part of social awareness raising activity  
向社会各界介绍中德融创工场，提供社会的残障意识，
2. Promote the exposure of the project in the media and business arena with the aim of reshaping the discourse on Diversity & Inclusion topics  
促进项目在媒体和商业领域的曝光，讨论多元化和包容性的主题
3. Participate and represent the company in conventions and seminars  
代表公司参加研讨会以及各项会议

### Other responsibilities and duties

其他职责

1. Perform other tasks assigned by the company's management  
执行公司管理层交办的其他任务
2. Obey the rules and regulations of the company  
遵守公司规章制度
3. Working hours are between 8:30 to 17:30, with a one-hour break. In some cases, overtime will be required to meet deadlines.  
工作时间为 8:30 至 17:30，休息一小时。在某些情况下，为了按时完成任务，偶尔需要加班
4. Travel to conferences, business meetings, and industry events  
参加会议、商务洽谈和行业活动
5. **Work according to own initiative**  
工作积极主动
6. Drive the entrepreneurial mindset in the organization  
推动公司内部的创业精神

**Qualifications:**

## 任职要求:

**Education**

## 学历要求

Bachelor degree in work-related majors; Human resource management / business administration / social work / special education / psychology.

本科及以上学历，人力资源管理/工商管理/社会工作/特殊教育/心理学相关专业优先

**Languages**

## 语言能力

Proficiency in Chinese

中文熟练

Fluency in English

**PC Skill**

## 计算机技能

英语流利

Good computer operation skills are mandatory (MS Office)

**Professional**

## Experience

## 专业经验

熟练操作电脑，熟悉Office办公软件

Previous experience in work, training, and communication with people with intellectual disabilities - a valuable plus!

有与心智障碍人士沟通、工作、培训经验者优先-加分项

Previous experience of a minimum of 3 years in HR

有三年以上人力资源相关工作经验者优先

Previous experience in designing and conducting training

有制定及开展培训相关经验者优先

**Others**

## 其他

Previous experience in curriculum development is an advantage

有课程开发经验者优先

**Passion and motivation to lead a social change!**

具有激情和动力，引领社会变革

Problem-solving ability

具备问题处理能力

Entrepreneurial mindset

具备创业者心态

Ability to handle pressure and meet deadlines

能够应对压力并按时完成任务

Skill in prioritizing tasks and obligations

具备分清任务主次，有序安排工作的能力

Attention to details

注重细节

Excellent time management and organization

具备出色的时间管理和组织能力

Presentability

仪容仪表端正