

## (Mining) Mandarin HR Onsite Manager

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Company: MatchaTalent

Location: Medan

Category: other-general

**About the Company**  
Our client is a high-tech enterprise founded in 2002 and specializing in research and development, manufacturing business of new energy Li-ion battery materials and new cobalt materials. They formed manufacturing base in China and marketed globally, formed three business segments including resources, new materials and new energy and created a new energy li-ion battery industrial ecology from development and metallurgy of cobalt and nickel resources, intensive processing of li-ion cathode materials, to resource recycling and reusing. Our client aims to become the leader of global Li-ion new energy material industry while maintaining the international leadership in cobalt industry.

**Responsibilities:**

- 制定管理策略
- 完善人力源管理体系 管理制度化管理
- 跟 公司制度 保 SOP 系 正常行 理工
- 与 工建立良好、和 的 系
- 督重大/上 性的潜在 或冲突的解决
- /管理/ 薪酬等
- 指 / 和 督培 提高 工技 技能
- 人事 的配置和建 提升成 的 水平
- 完成上 交 的任

- Develop management strategies to foster a conducive work environment.
- Enhance the human resource management system, implementing standardized management procedures.
- Ensure the company's standard operating procedures (SOPs) are followed, handle employee disputes and grievances.
- Establish positive and harmonious relationships with employees, fostering a conducive work environment.
- Oversee the resolution of significant or potentially risky conflicts or disputes.
- Organize, manage, and coordinate the structure of compensation levels, ensuring competitive and fair pay.
- Guide, coordinate, and supervise training initiatives to

enhance employee skills and capabilities.

- Manage the staffing and development of the HR team, improving the professional capabilities of its members.
- Complete tasks assigned by superiors efficiently and effectively, contributing to the overall objectives of the HR department.

**Job Requirements:**

- 在同一 域或有 3-5 年
- 精通《 法》、《社会保障制度法》和就相 法律
- 具有解决 的分析能力 具有良好的管理能力
- 熟 行 Microsoft Office
- 愿意安置在 Sulawesi, Maluku, Sorowako 目区
- 具有良好的中文和英 能力

- 3+ years of experience in HR field
- Proficient understanding of "Labor Law", "Social Security System Law", and other employment-related legalities.
- Demonstrates strong problem-solving and analytical abilities, coupled with good management skills.
- Proficient in Microsoft Office Suite.
- Willing to be stationed in the Sulawesi, Maluku, Sorowako project areas.
- Strong proficiency in both Chinese and English languages.

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