

人力资源、行政与 EHS 经理

HR - Administration - EHS Manager

汇报对象：董事总经理

Report to: Managing Director

企业简介：

About the Company:

我们的客户是一家处于全球技术前沿的法国科技企业，专注于为国际科研生态体系和重大科研基础设施提供重要的核心子系统与精密部件，其产品以卓越的精度和稳定的可靠性著称，对探索性与战略性项目的成功起到关键作用。

Our client is a French technology company at the forefront of global innovation. They specialize in providing essential core subsystems and precision components for international scientific research ecosystems and major research infrastructures. Their products are known for exceptional accuracy and reliable performance, playing a critical role in the success of exploratory and strategic projects.

主要职责

Key Responsibilities:

1. 主导人力资源的全流程运营，包括薪酬核算、招聘、培训与发展、薪酬福利、绩效管理以及员工关系，并侧重于高端技术人才的吸引、招聘和留任。
Lead full-cycle HR operations including payroll, recruitment, training & development, compensation & benefits, performance management, and employee relations, with a focus on attracting, recruiting, and retaining high-end technical talent.
2. 负责公司所有执照、合同与资质的更新与维护；确保所有生产及运营活动符合国家安全、环保等法律法规；持续跟踪并解读新出台的政策与生产规章，组织内部培训与落实。
Manage the renewal and maintenance of all company licenses, contracts and qualifications; ensure all production and operational activities comply with national safety, environmental, and other laws and regulations; continuously monitor and interpret new policies and production regulations, organizing internal training and implementation.

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3. 领导与管理公司的环境、健康与安全（EHS）政策。协同其他部门，共同制定新的公司标准、规章与流程。

Lead and manage the Company's Environmental, Hygiene and Safety (EHS) policies. Work and coordinate with other departments to set new Company standards, regulations and processes.

4. 负责公司的内部沟通工作，并参与同相关政府部门的沟通、汇报及关系维护。

Lead the Company's internal communication, participate in communication, reporting, and relationship maintenance with relevant government departments.

5. 主导构建和推广公司级安全文化，将安全生产意识深度融入人力资源管理的各个环节。

Lead the development and promotion of a corporate-level safety culture, deeply integrating safety awareness into all aspects of human resource management.

任职要求

Qualifications:

1. 本科及以上学历，人力资源、行政管理或相关专业背景；5年以上人力资源全模块实操及管理经验，有高端制造业或高科技行业背景者优先。

Bachelor's degree or above in Human Resources, Administration Management, or a related field; minimum 5 years of hands-on experience in all HR modules and management, with preference given to those with a background in high-end manufacturing or high-tech industries.

2. 熟悉中国劳动法律法规，在招聘、薪酬及员工关系模块有深厚实操功底；具备优秀的行政管理和证照管理经验。

Good knowledge in Chinese labor laws and regulations, with deep practical skills in recruitment, compensation, and employee relations modules; possesses excellent administrative and license management experience.

3. 具备极强的合规意识与风险防范能力，对环保、卫生及生产安全法规有深刻理解。

Strong compliance awareness and risk prevention capabilities, with a deep understanding of the environmental, hygiene and production safety regulations.

4. 具备优秀的中英文双语沟通、表达、协调及谈判能力。必须熟练掌握英语作为工作语言（听、说、读、写流利）。如能熟练掌握法语，将是重要加分项。

Excellent communication, presentation, coordination, and negotiation skills in both Chinese and English. Must be proficient in English as a working language (fluent in listening, speaking, reading, and writing). Proficiency in French is a significant plus.

5. 具备出色的人际交往与分析能力。拥有团队精神及解决问题的思维模式。

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High interpersonal and analytic skills. Team player and problem-solving mindset.

6. 具备政府事务处理经验，为人正直、严谨，能适应高标准、快节奏的工作环境。

Experience in government affairs handling. Must be upright, meticulous, and able to adapt to a high-standard, fast-paced work environment.

投递方式

Application:

请将中英文简历及动机信发送至

Please send your Chinese and English CV and cover letter to

Bj-hr@ccifc.org

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