

# Human Resources Manager

Vamos Biotech (Shanghai) CO., LTD

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## Job Highlights

- High-technology startup biotech company engaged in discovery, R&D, and commercialization of new generation of medical substances
- Passionate, Energetic & Innovative work culture
- Good Long-Term Career Development Opportunities
- All benefits

## Job Summary

The Human Resources Manager is responsible for the development and implementation of the organizational HR Strategies, including recruitment, hiring, onboarding, training, performance evaluation, firing and retiring of employees, and managing administrative employee benefits.

## Job Responsibilities

- Manage and implement human resource programs, including but not limited to talent acquisition, compensation and benefits, training and development, succession planning, employee relations and retention.
- Maintain and review the Company's employee policies and recommend necessary changes in line with HR best practices and in compliance with the relevant laws and regulations
- Manage the performance and rewards management process.
- Manage the disciplinary, counselling and grievance cases.
- Drive initiatives to enhance employee engagement levels; Identify areas of gaps & improvement and subsequently address them
- Lead company-wide activities such as CSR, team building, festival celebration, and organization of company events.
- Any other duties as assigned from time to time.

## Job Requirements

- Bachelor's degree in HR, Psychology, Business Management, or other related fields of study
- 5 years' experience in HR
- 2 years' experience managing subordinates
- 2 years' experience working in the manufacturing environment
- Working knowledge of the Labor Laws of P.R. China
- Good understanding of HR practices
- Good interpersonal skills
- Experience working with internal clients
- Able to work independently
- Problem solving and negotiation skills
- English language proficiency (both written and spoken) is an advantage

## Additional Information

Career Level:	Manager
Qualification:	Not Specified
Years of Experience	5 years
Job Type	Full-Time
Job Specializations	Admin / Human Resources

## Company Overview

Vamos Biotech (Shanghai) CO., LTD (91310000MA1H3AQB3D) is a high technology startup biotech company engaged in discovery, R&D, and commercialization of new generation of medical substances for treatments in cancers, viral infections, antibiotic-resistant bacterial infections, and other incurable diseases.

The company is already a global leader in the area of biosynthesis and first in the world to successfully complete clinical trials and obtain market authorization for medical products in the area of antibiotic resistance and is position strongly to achieve significant progress and growth in its operations.

The headquarters of Vamos Biotech is located at 1F, Building #5, Lin Gang Fengxian Industrial Park, 1800 Xin Yang Road, Feng Xian District, Shanghai 201413, P.R. China.

# Welcome to Vamos Biotech

From early Discovery, Research and Development, Product Development, to marketing, sales and customer support, Vamos Biotech aims to unlock the potential in every team. We are committed to providing a diverse, inclusive, and supportive environment, where all our staff can succeed and take pride in their work.



## What we look for

- **Diversity and respect**

Diversity is essential to growth and success of any business. Vamos Biotech creates an environment of diversity of perspectives, experiences, cultures, genders, and age, where ideas can be shared without fear of discrimination or harassment.

- **Creativity**

Success in any organization relies on creative innovation. We strive to create a culture of knowledge sharing, boundary pushing, norm challenging to try new things and learn from experience.

- **Collaboration**

The best ideas are a collective effort! We actively support collaboration across projects, teams, seniorities, and countries, encouraging our employees to think outside the box and achieve our goals.

- **Initiative**

We value initiative, ownership and leading by example. We reward employees who go the extra mile and always strive to improve outcomes for themselves, their team, and the business.

## Global Perks

- **Career development and learning**

We encourage you to set high standards for yourself and take ownership for your personal development and future career through our development and education programs.

- **Health and wellbeing**

Healthy people are happy people! So, we provide healthy breakfast, fruit and snack options, access to clubs and sporting teams, mental health support and health benefits, like flu shots.

- **Awards and recognition**

We celebrate outstanding performance through our recognition and rewards schemes, including Employee of the Quarter, tenure awards and the annual Vamos Biotech Global Recognition Awards.

- **Social activities**

At Vamos Biotech, we work hard and play hard! Get to know your work family with regular Friday get-togethers, team building activities, hack days and annual functions.

- **Flexible working**

Everyone has different priorities and needs. That is why we have flexible working arrangements to allow you to find a work schedule that suits you and encourages a healthy work-life balance.

- **Global opportunity**

With global presence and operations, there are no shortage of opportunities to grow, change and take on new challenges in new environments.