

Position Statement: Chief Human Resource Officer

Accountable to the Chief Executive Officer (CEO) to head the Human Resources function of the Logistics Sector and to support senior management in achieving set goals and objectives for Velogic Holding Co Ltd and its Subsidiaries (the Group).

Main Responsibilities include:

1. Strategy and Direction
Devising, implementing and evaluating HR strategies for the Logistics Sector in line with Corporate and Business strategies.
2. Accountability to the CEO
Assisting and advising the CEO on HR matters relating to the Logistics Sector and deal with HR & IR matters as and when required.
3. Management
 - Setting up and operating HR systems & processes with a view to effectively monitor, improve or maintain people performance and productivity;
 - Ensuring implementation of HR Systems which include performance management, leadership development and other training plans;
 - Advising on the development and implementation of comprehensive compensation and benefits plans that are competitive and cost-effective for the firm ;
 - Ensuring payroll systems and processes are run in a timely and efficient manner and ensure preparation of HR related annual budgets;
 - Overseeing the corporate social responsibility initiatives as well as health, safety and environmental issues and responsibilities so as to directly support line management in effectively implementing related systems and requirements
4. Compliance
 - Elaborating and implementing HR policies for the Logistics Sector which are in line with the code of conduct, policies, procedures, rules and regulation;
 - Ensuring implementation of HR information systems in line with information systems department and prevailing legislation.
5. Risk Governance
Continuously monitoring the activities of employees to detect and, wherever possible, prevent financial fraud or employee misconduct, that can result in financial losses and damaged reputations.
6. People Management
 - Building and maintaining a performance driven culture throughout the Region based on Leadership, Agility and Dynamism;
 - Coaching and developing subordinates with a view to build capability in the outstations and introduce a culture which supports our core values (Passionate, Best in Class, Customer focus, Agile, Integrity and Empathy);
 - Leading, motivating and empowering employees through effective and open communication, excellent leadership, regular performance feedback and teambuilding, in order to maximise customer satisfaction, business results and employee satisfaction
7. Communication
Building positive relationships with stakeholders to support the long-term objectives of the Sector.