

HUMAN RESOURCES MANAGER

THE COMPANY

August Robotics is an international company which builds **application-specific robots** to automate workflows for businesses. The company's R&D function is based in Shenzhen (China), and the company also has commercial and sales offices in Hong Kong, Germany and USA.

August Robotics believes in the potential for **humans and robots to collaborate and co-operate**, and we aspire to be at the forefront of the coming "robotics revolution". Our first robot, Lionel, was commercially released in 2019 to great acclaim from industry. August Robotics has just successfully completed its Series A fund-raising and consequently has begun work on its next wave of **revolutionary robots** and is growing its team accordingly.

THE ROLE

August Robotics is a fast-growing start-up company, and so absolutely **your main task will be recruiting**. The majority of the roles you recruit for will be technical roles in our Shenzhen office, but you will also be responsible for recruiting a small number of commercial roles in Hong Kong and occasionally (if you speak English) for some operational roles overseas. August Robotics uses head-hunters only very sparingly, so most of the roles will need to be recruited directly by you, with help from the company CEO and our senior engineers and staff members.

You will be responsible for developing, maintaining and implementing the company's **recruitment strategy**, optimising the company's approach to important HR matters such as passive candidate recruiting, recruiting channel management, brand management and promotion.

In addition to your main task of recruiting, you will also be in charge of developing, maintaining and implementing internal HR policies covering typical HR matters such as performance reviews and **performance management**, compensation, **Employee Share Plan**, internal promotion processes, HR compliance and company culture.

Finally, in keeping with the **start-up mentality** of August Robotics, during quiet periods in the recruiting cycle, you may occasionally be asked to contribute in other areas of the business, such as: public relations, government relations, representing the company at exhibitions, marketing and maybe even a little bit of China-based sales.

YOUR SKILLS

You **must** have:

- A minimum of **5-8 years of full-time work experience** working in a role focussed on recruiting tech roles (software engineers, hardware engineers, etc...), either as a recruiting manager or as a head-hunter
- **Bachelor's degree** from a well-regarded University in China or overseas
- Strong ability to reflect underlying business needs in professional and **well-drafted job descriptions**
- Excellent skills interviewing candidates and also **negotiating employment contracts** with potential candidates
- **Advanced head-hunting skills**, particularly identifying candidates who are not actively seeking work and convincing them to consider joining
- A well-structured and well-organised approach to developing company **recruiting and HR strategies** and policies
- An ability to represent the company externally in a **charismatic, inspiring and aspirational** manner
- Excellent skills on Microsoft Office (Word, Powerpoint)
- Native fluency in written and spoken **Mandarin Chinese**

In addition to the above requirements, ALL of which you must demonstrate to be considered for this role, the following skills are helpful but not required:

- Fluency in either **written or spoken English**
- Experience developing and/or implementing detailed recruiting and HR strategies and policies
- Experience recruiting for **technical companies in Shenzhen**, either as a head-hunter or an internal recruiting manager in a Shenzhen-based company
- Marketing or branding or government relations experience and/or exposure
- **Strong networks** in the high-tech industry in Shenzhen

You should be **comfortable with ambiguity** and excited by the idea of working in an entrepreneurial culture. You should be **open to new experiences**, open to learning new things, and willing to jump in and lend a hand on a range of different issues and task when the need arises.

The role will be based in August Robotics office in Shenzhen (Futian District). Please apply by sending your application to employment@augustrobotics.com.