

2012, Jan

Career Opportunity



Alcoa Asia Pacific

HR People Service/EBS Project Manager

Position Code: 20120101

No. of Vacancy: 1 vacancy

Working location: Beijing

Email to: AAP.Recruit@alcoa.com

Position Purpose:

- The main purpose of the People service/EBS project Manager is to lead the deployment Alcoa Oracle HR EBS system and set up People service model. Lead the change management and communications activities during this process.

Responsibilities:

- Play a critical leadership position in HR EBS project team (Asia IT, global HRMS team, regional HR team) to provide continuous enhancement on current system models and implementation of new system models to elevate HR effectiveness and meet business needs.
 - Project/Resources planning
 - Budget control
 - Validation events (CRP/UAT)
 - Management of resources/deliverables
 - The major processes focused for HR Management systems including:
 - Performance management
 - Compensation
 - Human Capital Management Record
 - Employee Self Service
 - Manager Self Service
- Lead the People service model and HR Shared Service (HRSD) built up
 - Understand the business needs
 - Align services scope with COE and BB HR
 - Solutions analysis and proposals
 - Identify process improvement and saving opportunities against current process
 - Drive the process optimization

Opening Positions for Application and Referral

- Leverage global People service Transformation processes and location HR operation to standardize Asia HR process and build up shared People Service model
- Lead the change management process of deploying People service model in China based on Alcoa Oracle HR system implementation in Asia region.
- Define and align HR requirements on EBS system within budget and project schedule, identify gaps and interrelationships across multiple business units in Asia and recognize breakthrough opportunities for realization.
- Frequently Interface with BU leaders and HR Managers, collaborate with Asia HR team, lead IT team and communicate with global HRMS team to initiate new HR EBS project, to deal with problems and conflict raised during project deployment.
- Explain complex problems, processes, and system to ensure any changes are well communicated and accepted by HR team and user expertise during the project.
- Act to influence and persuade in the making of major decisions (changes) across the business unit with capability to determine and communicates direction, priorities, and setting of deployment. Get results/impact understood and link to strategic business prospective
- Responsible for the completion of all tasks assigned by the supervisor. Provide advice to HR team to improvements in company performance related to People service decisions. Be responsible for planning, budgeting, analysis, and long-term strategic decisions of Shared People Service Centre.
- Lead the HRSD operation when it is built up

Requirements:

- Bachelor Degree in Human Resource management or relevant discipline
- 5-10 years HR experience, 2-year as a managerial position
- Solid experiences in HR project management, deployment and implementation.
- Excellent English language competency
- Experience in deploying or operating people services are preferred
- Competency required:
- Customer focus
- Initiative and proactive ownership
- Broad in-depth expertise and knowledge in multiple HR areas as well as related policy, resources and capabilities.
- Excellent communication skills
- Strong demonstrated capability in Change management
- Strong business acumen and quick absorption of business and HR status, structure, policy and procedure.

Opening Positions for Application and Referral

- Strong persuasive and influential skill and able to adopt various ways of communication to interface with multi-level staff.
- Capable in problem solving in complex situation and demonstrated creativity/innovation of approaches in resolving/solving problems.
- Well versed in conflict management
- Very good analytical skill
- Result-oriented and disciplined execution with strong sense of urgency and priorities.

China Rolled Products

Cost Analysis Manager

Position Code: 2011047

No. of Vacancy: 1 vacancy

Working location: KunShan, JiangSu province

Email to: AAP.Recruit@alcoa.com

Position Purpose:

- Provide the leadship on the rolling inventory valuation and cost analysis on productivity, including training, supervision, and standardization.
- Provide the project leadership as financial lead in coming SMART and MES projects
- Establish the process to transfer the best practice on Cost Analysis among three locations, and learn from GREA

Responsibilities:

- Standardize the inventory valuation method across t locations
- Standardize the metal inventory control process across three location and responsible for the formality of process
- Collaborate with Group and Corporate Business Analysis Group to develop common cost processes through the EBS system
- Establish an measurement on NFI on productivities, need have strong understanding on production measurement system.
- Lead MES finance side

Opening Positions for Application and Referral

- Lead Smart project to focus on P/L analysis on product and customers
- Develop standard reports and cost analysis from EBS
- Build a business analysis model based on capacity, product process time, manufacturing efficiency, cost structure and product/customer pricing

Qualification:

- Bachelor above, 3+ years working experiences as costing in Rolling facilities
- Strong modeling experiences and communication skill
- Sufficient exposure and experience to production and business system is a plus.
- This role should possess excellent analytical, problem solving, and leadership skills for dealing with day-to-day problem situations
- This role shall have enough independent working capability

Alcoa Asia Commercial Team

Application Engineer, Consumer Electronics

Position Code: 2011006

No. of Vacancy: 1 vacancy

Working location: Shanghai/South China

Email to: AAP.Recruit@alcoa.com

Position Purpose:

This position is responsible for establishing close relationships with all key manufactures, end users and distributors, actively promoting application solutions in existing and future market segments, communicating with manufacturers, end users, providing basic and useful technical, application and designing assistance to accounts ; providing after sales support and application solution to existing customers.

Responsibilities:

- Recommend existing, improved or new Alcoa product and technologies which are cost/performance efficient for the customer by means of customer discussion, presentation and by preparing/distributing technical literature.
- Support development of new improved products designated market applications through close cooperation with BU and ATC/CTC.
- Coordinate the promotion of new/improved products by means of regular reporting.
- Support manufacturing cost reduction program at the customer.
- Feedback competitor's new products, capability extension activities and substitution material threats to Marketing and ATC/CTC.
- Protect proprietary information and minimize product liability risks by following Alcoa established compliance procedures.
- Conduct market study and collect market and technical information.
- Maintain good customer relationship by efficient resolving products problems and complains, including corrective action plan.

Opening Positions for Application and Referral

- Consult and train customers on how to use Alcoa products in most efficient way.
- Coordinate customer's product requirements and specification with Alcoa's manufacturing Capability and negotiate an acceptable agreement. Establish and negotiate specifications.
- Appraise the performance of Alcoa's products versus competitors, advice plant and marketing and recommend or support changes required to keep Alcoa in the best competitive position.
- Discuss plant process changes with plant and ATC/CTC representatives for material properties improvement.
- Organize training, discussions and joint customer visits that improve technical knowledge of Alcoa Sales and Administrative personnel.
- Provide field service support in claim handling.

Qualification:

- Degree in marketing, business management or commerce.
- Completed or in the process of completing APICS CPIM Certification.
- Minimum 3 years experience in a similar role, in a manufacturing environment.
- Strong analytical capabilities.
- Computer literacy, especially Excel and Microsoft Office.
- Excellent communication skills.

Alcoa Kunshan Aluminum Product

Mechanical Engineer

No. of Vacancy: 1 vacancy

Working location: Kunshan

Email to: AAP.Recruit@alcoa.com

Position purpose:

- 负责所辖区域机械设备的技术管理，维护和维修计划申请及实施工作，同时参与各区域的机械设备维修工作。该职位的主要目的是为设备使用和维修提供技术服务及维修维护管理,保证维修工作合理、科学地进行。

Responsibilities:

- 负责编制所辖区域机械设备的维修操作规程，改进和完善预防性维修规程及技术
- 制定所辖区域机械设备的每月维修和维护的调整计划
- 负责所辖区域的机械设备备品备件的管理
- 每天检查值班维修工或操作工的点检，维修情况及交接班记录并处理
- 每周一向经理提交所辖设备的简况报告，定期向主管汇报所辖设备状况
- 提交故障停机分析报告
- 参与机械设备的日常维护和维修，故障抢修，新设备的安装和调试
- 向所辖区域提供机械设备与设备维护的技术服务，向维修人员提供技术培训
- 完成主管下达的其他任务

Requirements:

- 本科学历,理工科专业
- 工作经验和背景
- 5年以上相关工作经验，中级以上相关专业职称，良好的沟通和协调能力；良好的英语和电脑操作技巧