# HR Manager

## Recruitment Information

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| **Job Code:** | 35A71B7B | **Industry:** | Điện / Điện tử / Điện lạnh |
| **Location:** | | **Type of contract:** | Permanent Employee |
| **Salary:** | Competitive | **Type of job:** | Full Time |
| **Career level:** | Manager | **Qualification:** | Bachelor |
| **Age:** | 29 - 45Age | **Other extras:** | |

## Company Description

As a leading HR consultancy company with operations in nation wide, HR Vietnam is providing clients and candidates with tailor-made solutions in talent recruitment, career management as well as payroll service. We deliver innovative solutions that address both recruitment strategies and human resources.
HRVietnam là công ty hàng đầu về tuyển dụng và tư vấn nguồn nhân lực tại Việt Nam. Chúng tôi cung cấp những giải pháp hoàn hảo cho doanh nghiệp trong việc tuyển dụng nhân sự, cung cấp - quản lý nguồn nhân lực và định hướng nghề nghiệp cho ứng viên. HR Vietnam luôn chú trọng mang đến cho nhà tuyển dụng những giải pháp sáng tạo cả trong chiến lược tuyển dụng lẫn quản lý nguồn nhân lực.

## Job description

Our client is famous foreign Electronic Consumer Product Company; they are looking for HR Manager base in HCM City with requirements:

• Set up and develop company policy, regulations in accordant with the Labor Code.
• Build up, develop the company procedures, forms and suggest putting it in practice.
• Involve to job analysis and prepare job descriptions from all positions;
• Be responsible for staff's labor contract, C&B, rewards, incentive and motivation, SI, labor report, disciplinary actions, terminate the contract,
• Develop and implement recruitment, training materials, orientation training to the new comer, direct training office
• Maintain and update staff database, annual leave, and make sure that information is updated and always available;
• Manage, deliver jobs, train, coach and double check the result to staffs from HR team;
• Organize staff's yearly event: traveling, parties, meeting …and build up effective and smooth relationship within the company
• Manage admin operation: house rental, electricity, water, telephone, internet, computers, store, stationary, visa, passport, manage admin cost and suggest the solution if the cost over budget contact to local government for licenses
• Prepare HR monthly and yearly reports. Report foreign GM

## Skills required

- University graduation
- Experience in HR management from big companies.
- Ability of setting up HR operation, system
- Proficient in English, Ms. Office

## Other Information

**Probation time**

**Working time**

**Working experience** 4 year(s)

**Training opportunities**

**Colleagues**

**Annual leave**

**Benefits** Được hưởng đầy đủ các chế độ theo chính sách công ty và luật lao động Việt Nam

## Contact Information

Please login to view contact information of employer.
If you do not have account, Click here to register.