

## GA Supervisor

[Apply Now](#)

Company: REERACOEN VIETNAM

Location: Vũng Tàu

Category: other-general

### Tổng quan

### Mức lương

### Ngành

Food & Beverage

### Mô tả công việc

#### 【Job Summary】

Responsible for:

- Execute the Compensation and Benefits responsibility.
- Execute the Administration and General Affairs responsibility.

#### 【Main responsibilities】

##### 1. Human Resources

- Oversee the calculation and payment of salaries, bonuses, and benefits for Employees.
- Oversee the business relating to Insurance (Social Insurance, Health Insurance, Unemployment Insurance, ect.) and Personal Income Tax of Employees.
- Support the business relating to maintaining a harmonious Employment relation (such as, receiving and handling Employee complaints, holding dialogues, handling disciplinary, etc)
- Support superiors in developing the policy and internal regulations on benefits, salary, rewards, disciplines and work performance evaluation.

- Support superiors in implementing and managing the Performance Evaluation System effectively and fairly.
- Conduct HR reports of all kinds regularly.
- Execute the recruitment.

## 2. Administration, General Affairs

- Execute procedures to obtain and manage legal documents of all kinds for Expatriates and Foreigners (Visa, WP, RC...).
- Budget analysis and management for administration.
- Manage Company assets that are assigned to the GA-HR Department.
- Lead and manage company events (Periodic health check, Company trip, year-end party, party...).
- Make Japanese translation
- Other Responsibilities as assigned by Superiors.

### 【Company/Job Attraction】

- Work in a Subsidiaries of Marubeni Corporation - the top global brand original from Japan
- Nice background for the future career path
- Full benefits package

### **Trình độ**

### **Yêu cầu**

- Graduated from University majoring related to Human Resource Management, Law, Foreign Language,...
- C&B experience is a must, at least 3 years of relevant working experience in manufacturing companies
- 3+ years' experience working in the supervisor position
- Japanese from N2 and good at English
- Experienced in supporting cross-functional teams, and interacting effectively with all levels of the company.
- Experienced with Human Resource Management System

- Good documented computer skills.
  - Excellent communication
  - Meticulous and details.
- 
- Live in Ba Ria Vung Tau or near the company
  - Working in Food Manufacturing

### **Tiếng Anh**

Intermediate Level

### **Ngôn ngữ khác**

None

### **Thông tin bổ sung**

#### **Phúc lợi**

- Social/ Health Insurance according to Law:
- Bonus: According to the company performance and individual KPI evaluation of the previous year
- Salary increase: will be considered annually based on performance evaluation
- Tet Bonus: one-month salary worth from January 2023 (For whom had worked for one year or more)
- Employee cafeteria free of charge
- Company trip
- 17 days annual leave

#### **Giờ làm việc**

8:00 ~ 17:00

#### **Ngày nghỉ**

Sat, Sun, Holidays

#### **Hạng mục công việc**

General Affair

**Cross References and Citations:**

1. GA SupervisorMakkahjobs Jobs Vŭng TàMakkahjobs ↗
2. GA SupervisorMoroccojobsJobs Vŭng TàMoroccojobs↗
3. GA SupervisorTechcompanyjobfinder Jobs Vŭng TàTechcompanyjobfinder ↗
4. GA SupervisorBaghdadjobs Jobs Vŭng TàBaghdadjobs ↗
5. GA SupervisorMaxillofacialjobs Jobs Vŭng TàMaxillofacialjobs ↗
6. GA SupervisorVideographerjobs Jobs Vŭng TàVideographerjobs ↗
7. GA SupervisorHrjobsJobs Vŭng TàHrjobs↗
8. GA SupervisorBankingjobsnearme Jobs Vŭng TàBankingjobsnearme ↗
9. GA SupervisorReceptionistjobsJobs Vŭng TàReceptionistjobs↗
10. GA Supervisor Finlandjobs Jobs Vŭng TàFinlandjobs ↗
11. GA Supervisor Canadajobscareer Jobs Vŭng TàCanadajobscareer ↗
12. GA Supervisor Jobsinaustria Jobs Vŭng TàJobsinaustria ↗
13. GA Supervisor Technologyjobs Jobs Vŭng TàTechnologyjobs ↗
14. GA Supervisor Nightshiftjobs Jobs Vŭng TàNightshiftjobs ↗
15. GA Supervisor Newzealandjobs Jobs Vŭng TàNewzealandjobs ↗
16. GA Supervisor ExpertiniJobs Vŭng TàExpertini↗
17. GA Supervisor Thecareerjobs Jobs Vŭng TàThecareerjobs ↗
18. GA Supervisor Kazakhstanjobs Jobs Vŭng TàKazakhstanjobs ↗
19. Ga supervisor Jobs Vŭng tà ↗
20. AMP Version of Ga supervisor ↗
21. Ga supervisor Vŭng tà Jobs ↗
22. Ga supervisor JobsVŭng tà ↗
23. Ga supervisor Job Search ↗
24. Ga supervisor Search ↗
25. Ga supervisor Find Jobs ↗

Source: <https://vn.expertini.com/jobs/job/ga-supervisor-vung-tau-reeracoen-vietnam-8f5712fc17/>

Generated on: 2024-05-04 by Expertini.Com