

Head of Admin / General Affairs

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Company: Manpower

Location: Vietnam

Category: business-and-financial-operations

Responsibilities

HUMAN RESOURCE (HR):

Carries out recruitment and staffing of the company, according to the company strategy and policies

Develops and maintains the HR management system, including company policy & regulations, salary grade, compensation & benefit (C&B) system and performance evaluation, and promotion system.

Ensures HR policies and systems are in compliance with local laws and regulations

Provides employee safety, welfare, wellness and health activities

Supports employee development and coordinates orientation and training programs related to BRC and ensuring that workers receive relevant training to the values and principles of amfori BSCI Code of Conduct.

Actively contributes to a positive working environment, and high performance culture

Preparation of monthly reports:

Summary of employee's attendance for payroll computation

Summary of time reports for management reference

Monitors Employment status for purposes of Regularization & Performance Evaluation

In-charge of follow-up and monitoring of grievance mechanism

DISCIPLINARY:

Compliance & HR to do follow up the procedure of Labour Law and QPVN regulation.

INSURANCE:

Being responsible for the implementation of Health & Social, Unemployment insurance and Personal Income tax.

ADMINISTRATIVE:

Be responsible for all administration activities

Provides administrative support for managing the office, including general affairs administration, driver, cleaner, canteen.... Etc

Ensure Office facilities is in good condition and ready for use and be controlled.

Ensure clinic service is satisfying for all employees.

Ensure canteen service is in standards

Maintain office appearance and safety standards. Complete regular safety/tidiness inspections and organize improvements as required.

Ensure legal documents for all business are kept up to date as necessary.

Coordinate business travel arrangement of Hotel reservation and Flight booking for Company

Consultant visitor Expatriate or National, visiting vendor/consultants, include handling and coordination for the appropriate visa application with the documentation section.

Manages external relations with key service providers and government agencies

Maintain records of all office documents.

In-charge of office supplies inventory

Coordinates with suppliers as needed.

SUB-CONTRACTOR'S ACTIVITIES:

Ensure sub-contractors' employees are follow company rules & regulations.

Manage and supervise all security, pest control and car travel activities to ensure they supply good services to company.

RETENTION:

Keep resignation in lowest ratio through supporting all teambuilding and other activities to motivate employees, create good working environment to enhance team work spirit and co- operation from staff to achieve good production target.

OTHERS: Other tasks or responsibilities as assigned by General Director

Requirements:

Bachelor's degree or higher in Human Resources Management, Business Administration, or a related field.

Minimum of 5 years of experience in senior HR and administration roles.

Proven experience in HR and administration within multinational manufacturing companies.

Proficient in comprehensive HR operation and administrative expertise; capability in developing and implementing HR policies, procedures, and programs, included managing payroll, attendance tracking, and personnel income tax (PIT), establishing company policies, internal regulations, and collective labor agreements.

Strong understanding of labor laws and regulations, with experience in ensuring compliance.

Excellent communication and interpersonal skills, with the ability to build rapport and effectively interact with employees at all levels.

Demonstrated leadership abilities, with a track record of effectively managing teams and driving results.

Advanced proficiency in English is a must.

Contact:

Please click the APPLY button or contact Ms. Thuy Tran at +84 776 624 000 or thuy.tran@manpower.com.vn for further confidential discussion.

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