

HR - GA Manager (Hung Yen/Manufacturing)

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Company: People Profilers

Location: Hưng Yên

Category: other-general

Job Description:

Job Ref: QY8R3X39

Main Duties & Responsibilities

Human Resource (HR)

To ensure that the provision of HR services, policies and programs is aligned and is in partnership with the regional HR goals and strategy.

To develop and maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.

Prepares employees for assignments by establishing and conducting orientation and training programs.

Management policies and procedures, reviews and re-arrange legal documents according to the actual needs of the organization.

To ensure performance management processes are fully implemented

To oversee and propose the annual salary increment + bonus round in accordance with the companys policy and direction.

To ensure compliance with all employment practices, policies and legislation.

To work in collaboration with functional managers to address various HR needs as required.

To create and implement a learning and development program in conjunction with functional managers that addresses employee needs in accordance with business requirements.

To work with branch HR team to ensure that all HR Information systems are fully utilized and maintained.

Provide information and assistance to staff, supervisors and the management on human resource and work-related issues

General Affair (GA):

Manage Safety & Healthy & Formulate occupational health and safety policies

Provide Basic / Value services to employee for support daily working.

Taking care of Visa & Work permit for expatriates.

Taking care of subcontractor contract such as driver, maid, gardener, canteen staff and security

Information Technology (IT) to maintain the use of companys hardware/software and network

Manager office supplies purchases.

Perform company secretarial duties.

Perform any duties and responsibilities as assigned by the Country Manager.

Requirements :

5 -10 years of relevant working experiences with at least 2 3 years in leaders capacity

Knowledge in all HR disciplines including employment legislation

Able to translate business and HR strategy into practical solutions.

Compensation + Benefit principles/programs

Talent Resourcing and Management tools and methodologies

Strong knowledge and experience of all relevant functions as well as a high level of organizational skills, accuracy and attention to details

This role is key to supporting and delivering the business strategy and the role holder must demonstrate the attitude and mindset

Contact: Phuong Le - 0903432692 - phuong.le@peopleprofilers.com

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