

HR Leader

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Company: TalentViet

Location: Ho Chi Minh City

Category: other-general

Job Description :

Proactively manage the recruitment and selection process

Support current and future business needs through the development, engagement, motivation and preservation of human capital

Develop and monitor overall HR and Administration systems, tactics and procedures across the organization

Nurture a positive working environment

Ensure legal compliance throughout human resource management

Project lead of installation HRM software

Payroll calculation (by software)

Support CSR Executive on reporting, auditing

Support on year end party, outing trip & other activities

Job Requirement :

Proven working experience as HR leader/senior in manufacture company

Knowledge of HR systems and databases

Excellent active listening, negotiation and presentation skills

Competence to build and effectively manage interpersonal relationships at all levels of the company

In-depth knowledge of labor law, social insurance regulation, PIT and HR best practices

Good communication in English

Have experience working in garment factory is a plus

Proficiency in MS Office (Excel, Word, Outlook)

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