

HR Manager

[Apply Now](#)

Company: Manpower

Location: Vietnam

Category: other-general

Job Description:

Compensation and Benefits (C&B) Policy Management:

Establish and maintain attractive compensation and benefits policies to retain and enhance employee satisfaction.

Manage and monitor the welfare, insurance, and other HR programs.

Event and HR Activities Organization:

Lead and manage all activities of the Human Resources Administration department, ensuring efficiency and accuracy of processes.

Plan and organize HR events to boost team spirit and create a positive work environment.

Support the management of team-building programs and group activities.

Ensure smooth execution of HR support activities such as onboarding, workplace safety, and office management.

Recruitment and Selection:

Define recruitment strategies and develop quality recruitment campaigns.

Actively participate in the interview and selection process for suitable candidates.

Tax and Social Welfare Management:

Monitor and ensure compliance with tax regulations and social welfare policies.

Provide advice on employee benefits and rights-related issues.

Labor Relations Management:

Resolve all issues related to labor relations and ensure compliance with labor laws.

Build and maintain positive relationships with union representatives.

Human Resources Records and Data Management:

Maintain and update human resources records, ensuring security and compliance with legal regulations.

Manage and develop the human resources database, ensuring transparency and readiness for audits.

Administration Policy and Regulation Management:

Ensure that all administrative policies and regulations comply with the law and operate effectively in the corporate environment.

Office Supplies Management:

Manage and maintain office supplies, ensuring the continuity of support services.

Job Requirements:

Minimum of 8 years of experience in the Human Resources field, with at least 3 years in a managerial position.

Degree in Human Resources, Human Resource Management, or related field.

In-depth understanding of compensation and benefits policies, tax management, and HR regulations.

Strong knowledge of administrative management processes, human resources records, and data management.

Strong leadership and team management skills.

Excellent communication skills and analytical thinking, innovative mindset.

Proficient in English for work communication

[Apply Now](#)

Cross References and Citations:

1. [HR Manager Londonjobs Jobs Vietnam Londonjobs ↗](#)
2. [HR Manager Seojobs Jobs Vietnam Seojobs ↗](#)
3. [HR Manager Microbiologistjobs Jobs Vietnam Microbiologistjobs ↗](#)
4. [HR Manager Airconditioningjobs Jobs Vietnam Airconditioningjobs ↗](#)
5. [HR Manager Tradingjobs Jobs Vietnam Tradingjobs ↗](#)
6. [HR Manager Searchcanadajobs Jobs Vietnam Searchcanadajobs ↗](#)
7. [HR Manager NotaryjobsJobs Vietnam Notaryjobs↗](#)
8. [HR Manager SupervisorjobsJobs Vietnam Supervisorjobs↗](#)
9. [HR Manager Agriculturejobs Jobs Vietnam Agriculturejobs ↗](#)
10. [HR Manager Minejobs Jobs Vietnam Minejobs ↗](#)
11. [HR Manager Nursejobsnearme Jobs Vietnam Nursejobsnearme ↗](#)
12. [HR Manager Free-hiringJobs Vietnam Free-hiring↗](#)
13. [HR Manager Searchnzjobs Jobs Vietnam Searchnzjobs ↗](#)
14. [HR Manager KuwaitjobstodayJobs Vietnam Kuwaitjobstoday↗](#)
15. [HR Manager Highestpayingjobs Jobs Vietnam Highestpayingjobs ↗](#)
16. [HR Manager Indiajobscentral Jobs Vietnam Indiajobscentral ↗](#)
17. [HR Manager Highestpayingjobs Jobs Vietnam Highestpayingjobs ↗](#)
18. [HR Manager KuwaitjobstodayJobs Vietnam Kuwaitjobstoday↗](#)
19. [Hr manager Jobs Vietnam ↗](#)
20. [AMP Version of Hr manager ↗](#)
21. [Hr manager Vietnam Jobs ↗](#)
22. [Hr manager JobsVietnam ↗](#)
23. [Hr manager Job Search ↗](#)
24. [Hr manager Search ↗](#)
25. [Hr manager Find Jobs ↗](#)

