

HR Manager

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Company: TalentViet

Location: Vietnam

Category: other-general

Job Description :

Reports to :General Director and Deputy General Director

FUNCTION: Primary responsibility is to assist the Management in various aspects of the Human Resource and Administration functions. Co-ordinates, implements and administers human resource/employee relations activities such as wage and salary administration, benefits, training, recruitment, placement, policy and procedure, payroll, labour relations, manpower development and other programs designed to enhance employee attitude, morale, productivity improvement, etc. • Secondary responsibility is to assist the Management in day-to-day general office administration to ensure smooth functioning..

1. MANPOWER PLANNING & ADMINISTRATION

- Understanding the operating unit manpower requirements, and provide assistance in their selection, training, and development of various level of employees.
- Directs various manpower programs, practices, and techniques, including recruitment and placement, organizational assessment and planning, employee performance appraisal, manpower inventories, and employee training and development to ensure adequate and qualified personnel at all levels.
- Advises GD and Dy GD on significant matters pertaining to recruiting difficulties: manpower shortages and future needs: wage, salary, and benefit changes and similar issues
- Recommends changes in organization structure and manning requirement where appropriate.

2. PERFORMANCE MANAGEMENT

2.1 Reward & Compensation

- Ensuring that Reward and Compensation System is competitive
- Conducts periodic compensation studies and organizational analyses to ensure proper and consistent grading of position, titling of positions, and appropriate compensation for incumbents; ensures logical and meaningful lines of job progression for employees commensurate with sound compensation practices and company policies. Oversees implementation when approved.
- Manages and participates in the preparation of position descriptions, writing or rewriting as required; studies and analyses position descriptions; evaluates position to determine grades; audits position descriptions, evaluation positions, and application of existing position classifications to individuals.
- Advises GD and Dy GD on matters of organization and analyses on issues relating to position evaluation and setting of salary grades, in order to maintain consistency and equity throughout the organization.
- Conducts wage and salary surveys and establishment of local area salary structures. Reviews local area surveys and recommends approval of resultant wage and salary structures.
- Makes recommendations for improvements in wage and benefits programs consistent with the needs of the company.
- Ensuring Proper Salary Administration
- Prepares proposed salary plans and forecast covering each departmental employee during budgeting cycle.
- Administers the day to day implementation of the company's salary administration program.
- Administers the review of all salary administration control notices for completeness and timeliness, including verification of coding, salary grades, and titles; proper authorization and conformance to salary administration guidelines; and sound salary administration practices.
- Makes certain that problems arising from unsatisfactory salary administration practices are resolved properly.
- Payroll Administration

- Prepares payroll of salaried and hourly employees on a timely basis.
- Maintains accuracy in regard to hours worked per time card, overtime hours worked, allowances and bonuses due, deductions from employees for Social Insurance, Health Insurance and Income Tax.

2.2 Performance Assessment

- Ensures credit of pay checks into individuals' bank accounts on a timely basis; distributes payslips promptly and queries there from are quickly resolved.
- Benefits Administration
- Oversees all employee benefit policies and programs and their implementations, especially in Employee Health Insurance

2.3 Training & Development

- Oversees all employee benefit policies and programs and their implementations, especially in Employee Health Insurance
- Ensures a fair and consistent performance appraisal system is maintained.
- Performance review schedule is systematically administered.
- Collection and collation of training needs of employees are done periodically throughout the fiscal year.
- Based on the collated training needs, formulate a Total Training Plan for the company based on allocated budget.
- Training effectiveness for key programs is evaluated to ensure meeting training objectives.

3. Employee Relations (Including Industrial Relations)

- Supports department heads in the achievement of their operational purposes by providing direct assistance in :
 - Provides counsel, guidance, and assistance and overall functional employee relations direction to the various departments in the administration, coordination, and interpretation of the company's employee relations policies and objectives.
 - Maintains an effective and appropriate union avoidance atmosphere within the organization.
 - Acts as company spokesman in the arbitration of disputes between employees and company at operating facilities.
 - Participates in discussions and recommendations on company operating policies, ensuring that

sound industrial relations view points are reflected.

- Maintains liaison with company counsel in the disposition of labour charges and discrimination charges. Develops company's position and formulates settlement terms where appropriate.
- Participates in activities of various professional organizations for purposes of exchanging industrial relations information and keeping up to date on the latest professional industrial relations developments.
- Ensures that all involuntary terminations are consistent with sound industrial relations practices, serving as clearance point for all such actions.
- Counsels and advises employees at all levels within the organization on personnel problems.

4. General

- Completes special assignment from GD and Dy GD on a timely basis.

Job Requirement :**Education:**•Bachelor's Degree, preferably in Human Resource Management / Industrial Relations discipline. **Experience:** •4 - 5 years of employee and human resources experience in a medium-sized organisation, preferably a manufacturing company. **Special abilities:** •Good knowledge of local employment laws. •Good communication and interpersonal skills and able to deal with all levels of personnel. •Self-motivated, resourceful, mature and able to work without supervision. •Broad knowledge of administration and human resource functions.

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