

HR Senior Analyst (focus on Recruitment & Training)

[Apply Now](#)

Company: CJ Group

Location: Vietnam

Category: business-and-financial-operations

Mô tả công việc

POSITION: HR SENIOR ANALYST (HR SENIOR GENERALIST)

Department: Business Management

Team: HR

Reporting line: Head of HR Team - Head Office

Working location: Long An - Head Office (Highway 1A, My Yen Commune, Ben Luc District, Long An), around 4km from Binh Chanh Market, HCMC, and around - minutes from HCMC downtown by company shuttle bus.

KEY RESPONSIBILITIES

I. Recruitment

- In charge of full recruitment cycle to fulfill vacancies of Head Office, following company procedure.
- Monitor headcount plan and annual recruitment budget.
- Follow up with induction plan and support new hires for their adaptation.
- Support BUs in recruitment process.
- Prepare monthly recruitment reports.

II. Training

- Identify training needs for annual training plan.
- Prepare annual training budget and monitor the expenses accordingly.

- Organize New Hire Orientation course for newcomers.
- Prepare training materials and implement training courses in company.
- Manage training documents, follow company training procedures.
- Coordinate with HR managers and department managers in training development to meet the company demand in each period time.
- Support training activities in branches.
- Coordinate with Training Center of CJ Group Vietnam to implement relevant training courses for CJ Vina Agri employees.

III. Others

Ad hoc tasks assigned by line manager.

> > > WORKING HOURS

Monday to Thursday (8: - :)

Friday (8: - :)

Saturday: biweekly (: - :)

Lunch break: 1 hour (: - :)

YÊU CẦU CÔNG VIỆC

- At least 3 years of relevant working experience, preferably working for multinational company with large database.
- Solid knowledge in recruitment and training operations.
- Fluency in English (both verbal and written)
- Computer skills: Proficient in Microsoft Office.
- Experience in system management and adaptability with new systems.
- Preferences: Content writing skills, basic design skills, video-editing skills.

QUYỀN LỢI ĐƯỢC HƯỞNG

Social insurance, health insurance, unemployment insurance, th month salary, KPI bonus according to Company's business.

Allowance: holidays, wedding, birthday gift...

Yearly health check-up.

Year-end party, team building, performance.

Company shuttle bus, lunch at canteen.

Cách thức nộp hồ sơ

How to apply: Please send your updated CV in English to

[Apply Now](#)

Cross References and Citations:

1. HR Senior Analyst (focus on Recruitment & Training) [Phoenixjobs Jobs Vietnam Phoenixjobs ↗](#)
2. HR Senior Analyst (focus on Recruitment & Training) [Ceojobs Jobs Vietnam Ceojobs ↗](#)
3. HR Senior Analyst (focus on Recruitment & Training) [Digitaljobsnearme Jobs Vietnam Digitaljobsnearme ↗](#)
4. HR Senior Analyst (focus on Recruitment & Training) [Theworkopportunity Jobs Vietnam Theworkopportunity ↗](#)
5. HR Senior Analyst (focus on Recruitment & Training) [Kazakhstanjobs Jobs Vietnam Kazakhstanjobs ↗](#)
6. HR Senior Analyst (focus on Recruitment & Training) [Locumjobs Jobs Vietnam Locumjobs ↗](#)
7. HR Senior Analyst (focus on Recruitment & Training) [Nyjobscentral Jobs Vietnam Nyjobscentral ↗](#)
8. HR Senior Analyst (focus on Recruitment & Training) [Ai-ml-jobs Jobs Vietnam Ai-ml-jobs ↗](#)
9. HR Senior Analyst (focus on Recruitment & Training) [Journalistjobs Jobs Vietnam Journalistjobs ↗](#)
10. HR Senior Analyst (focus on Recruitment & Training) [Veterinaryjobs Jobs Vietnam Veterinaryjobs ↗](#)
11. HR Senior Analyst (focus on Recruitment & Training) [Turkeyjobs Jobs Vietnam Turkeyjobs ↗](#)
12. HR Senior Analyst (focus on Recruitment & Training) [Salesjobsnearme Jobs Vietnam Salesjobsnearme ↗](#)
13. HR Senior Analyst (focus on Recruitment & Training) [Flightattendantjobs Jobs Vietnam Flightattendantjobs ↗](#)

Flightattendantjobs ↗

14. HR Senior Analyst (focus on Recruitment & Training) Pediatricjobsnearme Jobs

Vietnam Pediatricjobsnearme ↗

15. HR Senior Analyst (focus on Recruitment & Training) BangkokjobsJobs Vietnam

Bangkokjobs ↗

16. HR Senior Analyst (focus on Recruitment & Training) Healthcarejobsnearme Jobs

Vietnam Healthcarejobsnearme ↗

17. HR Senior Analyst (focus on Recruitment & Training) Makkahjobs Jobs Vietnam

Makkahjobs ↗

18. HR Senior Analyst (focus on Recruitment & Training) DatasecurityjobsJobs Vietnam

Datasecurityjobs ↗

19. Hr senior analyst (focus on recruitment & training) Jobs Vietnam ↗

20. AMP Version of Hr senior analyst (focus on recruitment & training) ↗

21. Hr senior analyst (focus on recruitment & training) Vietnam Jobs ↗

22. Hr senior analyst (focus on recruitment & training) JobsVietnam ↗

23. Hr senior analyst (focus on recruitment & training) Job Search ↗

24. Hr senior analyst (focus on recruitment & training) Search ↗

25. Hr senior analyst (focus on recruitment & training) Find Jobs ↗

Source:<https://vn.expertini.com/jobs/job/hr-senior-analyst-focus-on-recruitment-training-vietnam-cj-group-6d86554c5c/>

Generated on: 2024-05-02 by [Expertini.Com](https://vn.expertini.com/)