

HR Specialist

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Company: TalentViet

Location: Vietnam

Category: business-and-financial-operations

Job Description :

•Maintain and update personal database to HRM system •In charge of payroll, contract, insurance for outlets & head office •Work on PIT (code, dependent registration, monthly PIT declaration) •Keep track of employee's data •Other tasks required by HRM Job Requirement : •At least 3 years' experience in manufacturing company •Be able to work under high pressure/ good time management/good self learning/fast •Good at English; •Computer skills (Word, Excel, Power point...) •Have knowledge of Vietnam labour law and relevant regulations

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