

## Human Resource Business Partner

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Company: Parcel Perform

Location: Ho Chi Minh City

Category: other-general

Are you looking to work with a high-growth tech company and be part of the Human Resource team and to help make an impact on people and culture? Parcel Perform is looking for a Human Resource Business Partner (HRBP) to join our expanding and growing HR team in Vietnam!

As a HRBP, you will play a crucial role in supporting the HR team and assisting with various HR initiatives within the organization. This will be an exciting opportunity for you to grow a career in HR within the tech industry.

### WE NEED YOU ON OUR TEAM!

### WHAT YOU'LL DO

**HR & Operation Support** Providing day-to-day support to employees and managers in Vietnam including managing records, contracts, job acceptance and resignation processes, benefits and operations related matters.

**Employee Relations:** Act as a trusted advisor and advocate for employees, responding to employee inquiries and providing guidelines on HR policies, procedures and best practices. Promote a positive and inclusive work environment, and foster a strong culture at Parcel Perform.

**Performance Management** Assist in the planning, implementation and administration

of performance management processes. Support the goal-setting, performance evaluation, and feedback processes, ensuring consistency and adherence to company guidelines.

**Learning and Development:** Contribute to the design of onboarding programs, training programs for Parcel Perform Academy and initiatives to enhance employee growth.

Coordinate training logistics, track attendance, and evaluate program effectiveness.

**HR Data and Reporting:** Assist in maintaining accurate HR data and generating reports for the management team. Conduct data analysis to identify trends, patterns, and areas for improvement.

**Talent Acquisition:** Collaborate with our recruitment team to support talent acquisition efforts, partner with hiring managers to identify staffing needs, and develop effective recruitment. Participate in recruitment whenever necessary.

**Other Projects:** Work closely with the Head of Operation in the execution of HR projects, such as policy development, process improvement, diversity and inclusion initiatives, and employee engagement programs. Participate in cross-functional teams and contribute to project planning, implementation, and evaluation.

## **WHAT YOU SHOULD BRING ALONG!**

More than 5 years of relevant HR working experience preferably in a high-growth start-up, ecommerce or tech companies.

Bachelor's degree in relevant disciplines such as Business Administration or Human Resource Management.

Familiarity with the Vietnam Labour Law and related local labor/employment related legislations.

Outstanding organizational skills, process driven, working in a methodical manner and able to demonstrate an acute attention to detail.

Excellent problem-solving and decision-making abilities.

Ability to work independently and handle multiple priorities with minimal supervision.

Effective communication and interpersonal skills, capable of building strong relationships across different levels and teams.

Enjoys working in a fast-paced work environment and keen to work in a diverse and multicultural team.

## **WHAT YOU WILL RECEIVE IN RETURN!**

The opportunity to work in a fast-growing, exciting and innovative business that will revolutionize the e-commerce logistics industry. You will be the needle of success on the growth of a global product that will become a key platform behind successful e-commerce logistics operations worldwide.

The ability to continuously learn and develop in an international team environment with you being a critical driver of our event initiatives. You will work closely within the Human Resource team and cross-functionally with other departments.

An environment where everybody focuses on continuous growth. We work with you on your strengths and weaknesses to further your own personal development.

## **WHY JOIN PARCEL PERFORM?**

For e-commerce merchants and marketplaces in pursuit of growth in a global, competitive economy, every order counts.

Parcel Perform is a team of logistics and data experts setting the bar for the delivery experience from pre-checkout to returns.

By harnessing the power of data and integrations our platform helps businesses improve customer lifetime value, lower logistics costs, and advance customer service operations, fuelling growth and expansion.

In the past years, we've helped some of the world's most forward-thinking enterprise clients—namely Zalando, Wayfair, Shopify and Nespresso—achieve their business ambitions. We are also proud to support Quiet Platform's goal to revolutionize the logistics industry with our industry-leading logistics data foundation.

With Parcel Perform, e-commerce businesses can now make every order, every shipment, and every loyal customer count.

For more information, please visit [www.parcelperform.com](http://www.parcelperform.com).

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