

Human Resource Manager

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Company: 40HRS

Location: Hanoi

Category: other-general

Job Description

- Arrange timesheet, payroll, insurance, PIT work timely, properly to regulations & requirement
- Develop HR Policies, implement & update on regular basis
- Consult BOM & deploy to recruit, train & develop human resource
- Propose, support BOM to build up good working environment & enterprise culture, improve work process & productivity
- In charge of legal tasks such as employee relations, report to / work with authorities
- Arrange timely procedures related to foreigner such as visa, work permit, resident card
- Review, manage & approve related cost
- Organize company event like company dinner, year-end party, company trip.
- Supervise/ train subordinate & do other HRGA tasks as being required

Job Requirements

- University degree, degree in Human Resources management or similar field is a plus
- Good at listening/speaking/writing/reading English (equivalent to TOEIC above 750)
- At least 3- 5 years of working experience in the same position of HRGA Deputy Manager or Manager for foreign companies
- Positive energy, willing to learn, can do attitude, good interpersonal & organization

skills

- Flexible and fast learner
- Management & leadership skills
- Candidates who live near Thach That, Quoc Oai, Hoai Duc area will be given priorities.

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