

Human Resource Senior Executive

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Company: OMRON

Location: Ho Chi Minh City

Category: other-general

Fixed Term **About**

Founded in 1933, OMRON has come a long way since and has evolved to become an organization committed to creating new social values. Today, In the APAC region, OMRON has a strong presence in , , and . Let's begin the exciting journey of together with

About OMRON Healthcare

With a vision “To advance health and empower people worldwide to live life to the fullest”, OMRON’s Healthcare Business

The Senior Executive - HR provides Human Resources support for Management and employees in recruitment & selection, personnel, compensation & benefit, training & development, industrial relation to align with Company business

Provide support to Management in recruitment process (screening resumes, test & interviewing, until all hiring processes are completed) to meet the proper candidates as expectation of Company and retain workforce.

Maintain and ensure up to date and on time all personnel administration (data of employees, employment agreements, absent, data entry in HRIS), et cetera, to align with Company and Government regulation, and accuracy of compensation & benefit

Execute HR Policies in line with OHS direction in compliance with the local legislation and company

Implement local trainings and development initiatives to address and upgrade current

knowledge, capabilities and future training needs, including department special training, management development, new hire orientation and on boarding that can support the

Plan, implement and administer (local) programs, procedures, and guidelines to help align staff with the strategic goals of the

Coordinate the business process outsourcing payroll and ensure a timely and correct payroll administration of

Provide general organizational and administrative support to the HR

Job

Degree in Management, Human 4 years' experience in HR Very accurate, detail oriented mindset combined with high Good understanding of payroll, social security legislation, labor legislation, compensation and benefits, income tax and a general understanding of other human resource Knowledge of HR Information Able to multi task and prioritize work in effectively and efficiency Possess good attitude and be a good Proficient in the English and local language, both written and Good communication and negotiation Proficiency in MS office Travelling Requirements:

As

Why Join

OMRON's mission is to improve lives and contribute to a better society. We endeavor to make our diverse workforce feel equally valued and enjoy equal opportunities to help us achieve so. So come, work with the best of the best teams, collaborate, and innovate together with diverse, capable minds across the

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