

## Human Resource Supervisor

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Company: TalentViet

Location: Ho Chi Minh City

Category: other-general

### Job Description :

#### Summary

- Supervise Recruitment team, Training team, Employee Relation team
- Report to Human Resource Manager

#### Duties :

- Manage and supervise 3 HR teams to ensure their productivity and efficiency
- Design compensation and benefits programs and packages to attract, retain and motivate employees and ensure the programs and packages are in line with the company's strategy;
- Review standard recruiting and placement practices and procedures to ensure the Company's staffing requirements are met in a timely manner
- Develop, implement and oversee the training and development programs to upgrade the skills of the employee and to enhance the company's capabilities towards meeting its goals, objectives and future challenges
- Establish and maintain a positive employer-employee relationship, implement interests of both employees and the company in accordance with the employee handbook and labor laws and regulations
- Continuously update HR policies, programs and practices, monitor for the effectiveness and cost control;
- Support and advise senior management on Human Resources issues. Liaise and deal effectively with labor authorities to solve issues related to employee industry.

- Control and follow up Performance Evaluation System including Key Performance Indicator System and Performance Related Incentive Bonus System.
- Conduct reports that helps Human Resource Manager have an overview about Recruitment, Training, Employee Relation and suggest solutions to resolve related problems if any.

Job Requirement :

- At least 3 year working experience as the same position in a multinational manufacturing company with over 1000 employees.
- Bachelor Degree in related majors
- Vietnamese male. Age from 35 to 45.
- Excellent communication skill in both English and Vietnamese.
- Proficient and knowledgeable about regulations of labor code of Vietnam. Familiar to working with labor union and labor authorities.
- Teamwork spirit. Good in problem solving, presentation and organization skills.
- Advanced computer skill on MS office. Familiar with using and appraising databases or softwares on human resource management is preferred.
- Have sense of responsibility and professional, natural leadership, mature, confident and authoritative personality.

Please submit your updated CV to [hong.nguyen@talentviet.com](mailto:hong.nguyen@talentviet.com) or directly contact Ms. Hong at 3910 1126 - ext 106

Contact :

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