

Human Resource Supervisor

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Company: TalentViet

Location: Vietnam

Category: other-general

Job Description :

Report to: Human Resource Manager

OVERVIEW OF JOB

Supervise and implement the organization's human resource strategy so that the organization attracts, manages, develops and retains the employees it needs to achieve its current and future business objectives.

PRIMARY RESPONSIBILITIES INCLUDING BUT NOT LIMITED TO:

HR database & pay administration

Set up the method of payroll formulas & In charge of monthly payroll, personal income tax.

- OT allowance, year bonus, employees benefit, annual increase, ect.
- Social insurance monthly report, personal accident insurance, medical expense, annual medical check up.
- Contact with labor & social welfare service.
- Other tasks in HR teamwork and administration
- Set up the performance appraisal & evaluation process.
- Set up the company regulation, work rules.
- Personnel data: paper works, filing system, record, report.
- Manage the labour contract, reward record, disciplinary record, termination record,
- Employee satisfaction: coordinate with employees and departments to support for their need

and improve employee's satisfaction

- Report : OT, Absenteeism, HR movement report

Recruitment

- Identify needs, set up and improve organization Structures and Positions requirements.
- Fill vacant positions effectively and promptly to ensure Company continues to function efficiently.
- Evaluate and select most effective means of recruitments and Recruitment Agencies whenever necessary.
- Carry out Selection process including interviews and assessment (Conduct Interviews for all Junior Management positions).
- Conduct Orientation programs for new employees (Junior Management positions).

Training

- Assisting HR Manager in analyzing training needs, planning, and designing, developing, implementing and evaluating training courses.
- Setting training and development objectives that meets the company's human resource development strategy
- Evaluating training outcomes and designing solution for improvement.
- Coordinating with external training providers to arrange delivery of specific training or development programs.
- Advising management on the development and placement of staff and provides career counseling sessions for employees.

Job Requirement :

- University graduated
- At least 3 years experiences for this position
- Be able to earn and keep employee trust.
- Must show dedication to Continuous Improvement
- Fluent in Vietnamese and English, both written and spoken.
- Be able to supervise or direct the subordinates

Interest & Benefit

- Transportation will be provided at the pick up point

Please submit your updated CV to hong.nguyen@talentviet.com or directly contact Ms. Hong

at 3910 1126 - ext 106

Contact :

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