

Manager, Human Resource (Based in Ho Chi Minh, Vietnam)

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Company: Mapletree

Location: Ho Chi Minh City

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Manager, Human Resource (Based in Ho Chi Minh, Vietnam)

Employment Type: Permanent Location: Vietnam

The Role

This position will provide HR Business Partnering and administrative support to the local business leaders and team.

Job Responsibilities

Work closely with the HR teams in headquarter, and proactively support the delivery of HR processes and programs in the local office.

Establish strong relationship with local business leaders and employees to provide advice on HR policies and practices, people strategies and solutions and other employee related issues.

Develop, update and implement Country HR policies and processes to ensure compliance with local statutory and regulatory requirements.

Manage and deliver the full HR spectrum from manpower planning and budgeting, recruitment and selection, onboarding, in-service support, employee engagement, talent management and succession planning, talent development and learning, performance management, rewards, employment relations, mobility, exit management as well as cyclical HR programs/ exercises.

Supervise the office administrative matters such as controlling and maintaining assets and inventories, managing office access and expenditures, and ensuring that all administrative

records are properly maintained.

Job Requirements

Degree in Human Resource or Business Administration.

At least 7 years of relevant HR business partnering experience.

Familiar with the local employment laws and legislations.

Ability to work independently in a fast paced environment, work well with all levels within an organisation, and adaptable in support delivery to keep up to business needs.

Excellent organisational skills with demonstrated ability to manage multiple tasks simultaneously and react to shifting priorities to meet business needs.

Those with real estate industry experience will have an added advantage.

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