

Senior Human Resource Staff (English speaking)

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Company: Manpower

Location: Vietnam

Category: other-general

I. MAIN RESPONSIBILITIES

Conduct market research for welfare & HR related services

Administrate health and welfare plans (including enrollments), employee transfers and terminations

Follow up on employee's benefit package, build up internal regulations & policy (research & propose, review, announce, keep track)

Support the management of disciplinary and grievance issues.

Review employment and working conditions to ensure legal compliance

Work collaboratively with global members. Actively & timely support all internal members (teammates, executive team, visitors)

Support with related services contract.

Assist all recruitment activities. Schedule and support new hire's orientations and related procedures.

Manage employee files, contracts & other documents

Support the development and implementation of HR initiatives and systems (HRIS).

Perform required documentation through payroll and insurance provider to ensure

accurate record keeping and proper calculations

Support General Administration team when necessary (support to arrange special events, sample pick-up...)

Facilitate meetings, answer & direct phone calls

Other tasks as assigned

II. REQUIREMENTS

University graduate, any major (Bachelor degree)

Has at least 6 years of experience (not a job hopper), preferably in related field in global working environment

Proven experience as HR officer. Knowledge of pay & benefits, recruitment, training & development etc. Understanding of labor laws and disciplinary procedures.

Fluent Business English TOEIC \geq 700, IELTS \geq 7.0

Leadership potential

Good communication skills; collaborative mindset

Proactive, strong ethics and reliability

Available to travel domestically/ internationally upon request

Work effectively with MS Word, Excel, PowerPoint and Outlook

III. OTHER INFORMATION

Bonus: & 13th month salary & Benefits

Phone & laptop for work

Social, health & unemployment insurance

Private healthcare plan & overseas business travel insurance

Annual health-check

Transportation & parking allowance

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