

JOB DESCRIPTION

(MÔ TẢ CÔNG VIỆC)

Position <i>(Chức danh)</i>	HR Manager
Levels <i>(Cấp bậc)</i>	Quản lý
Working Location <i>(Địa điểm làm việc)</i>	Bến Lức, Long An
Company <i>(Công ty)</i>	
Number of vacancies <i>(Số lượng tuyển dụng)</i>	01
Salary range <i>(Mức lương)</i>	2.800 USD

DETAILS *(THÔNG TIN CHI TIẾT)*

1. Job Overview And Responsibility *(Tổng quan về Nhiệm vụ và Trách nhiệm):*

- oordinate with line managers to make headcount budget within the company approval.
- Base on head count budget, making recruitment plan to meeting the company demand
- Revise and improve recruitment policy to get talent for ensuring that the right employees and the right job and be accordance with company culture.
- Coordinate with internal managers and external channel to recruit and select the talent employees.
- Joining with manger to interview and select the talent for the company.
- Contact with outsourcing, Universities to get talent to the company
- Training:
- Transparency in communication to all employees within the company side.
- Encourage individual employee and group activities to share difficulty and what the company demand from employees.
- Assign challenging work to HR team members so that employee feel motivated to deliver their level best- develop employee job.
- The employees must be motivated without politic in company side and blame games at work.
- Coordinate with line managers to solve employee relation issue.
- To ensure that the company disciplinary in good way
- Joining to OMC meeting to solve employee relation issue
- C&B:
- Continue improve C&B policy to comply with employee and company demand.

Job Service Joint Stock Company

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- Monthly analyzing labor cost and cost per ton of finish product.
- Monthly analyzing OT, OT cost per ton of finish product.
- Advise line managers how to reduce working overtime to comply with Vietnamese labor code.
- Surveying in local companies that C&B policy within the company side competitive or not
- Monthly checking salary sheet to ensure that all payments are correct.
- Support other plant to implement company C&B policy in the right ways.
- Analyzing and proposing to BOD to minimize labor cost and working OT hour
- Other tasks:
- Yearly evaluate HR team within company system and KPIs setting
- Updating new labor law, decrees and circular if any.
- Supporting all HR and Admin jobs to CJ Vina plants within Vietnam business
- Quarterly supporting-training and auditing plant within CJ Vina Agri
- Other tasks will be assigned by BOD

2. Job Requirement (Yêu cầu công việc):

- Administration task
- Renewing, updating company legal document on time- if any
- Advising and composing all admin current policies and develop the new one to ensure that the company run smoothly.
- Check all related HR, contracts to comply with company policies and Vietnam law
- Daily manage admin staff and administration task to run smoothly within the company policy.
- Monthly control company car policy, car repairing and others related job.
- Supporting and revising to implement CJ policies to others plants with CJ Vina Agri group.
- Making a good relationship with local authority and other province if any.
- Arrange monthly, yearly meeting if any
- Annual making company admin budget in each plant
- More than 10 experience years in HR filed also multinational company
- More than 40 years old
- Expertise in C&B is plus point
- Male/female

3. Benefits (Phúc lợi):

- Thời gian làm việc: hành chính thứ 2 - thứ 7 (được nghỉ 02 ngày thứ 7 trong tháng)
- Lương: thỏa thuận theo năng lực
- Có nhiều cơ hội học tập, trải nghiệm, tham gia vào tất cả các hoạt động kinh doanh của công ty
- Có xe đưa rước từ Quận 5 và Quận 12
- Cơ hội thăng tiến cao, môi trường làm việc chuyên nghiệp
- Lương & thu nhập cao, tương xứng với những gì bạn đóng góp cho tổ chức.
- Được hưởng mọi chế độ và quyền lợi theo đúng quy định của Luật Lao động.

- Được tham gia nhiều chương trình đào tạo và phát triển bản thân.
- Được hưởng chế độ tham quan, nghỉ mát hàng năm của Công ty.

4. Report to (*Báo cáo cho*)

5. Interview Process (*Quy trình phỏng vấn*)

6. Company Overview (*Tổng quan về Công ty*)