

The Vietnam Consulting Group

Hanoi – Ho Chi Minh City – Mekong Delta

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HUMAN RESOURCE MANAGER

JOB DESCRIPTION:

The Vietnam Consulting Group is a fast growing group of companies offering consulting, training, technology, outsourcing and distribution to both public and business sectors. VCG bring the flexibilities within the company to best fit employees' strengths. So far the culture of VCG is "to grow from within" (recruit freshmen to train on the job and promote to the right career), yet now VCG look more opportunities of recruiting professional from outside from different industries but passionate to new challenge and opportunity industry, joining the company to create more internal competition, refresh the culture and push the company forwards faster. VCG is also interested of recruiting young ambitious people to develop career with us from fieldwork to back office supporters.

HR Manager reports directly to the managing director. This person is responsible for the success of the human resource management and development of the company. In sum, this admin and personnel manager will handle all jobs of human resource strategies & development plans (Recruitment, training, coaching, personnel appraisal, dismissal, promotion...) support all the line managers to achieve company objectives by recruit the best talents to fulfill needs and empower the growth of the organization. Developing and implementing HR policies, procedures and best practices in company, Provide timely and professional HR advice to the management. Main duties are included, (but not limited to), as follows:

- Approach selected schools, training centers, HR service centers... to conduct presentations, public relations, sponsorship, and communications with prospects to recruit the best talents to fulfill needs and empower the growth of the organization
- Upon business results and approved plans from departments, develop annual and quarterly budget for HRD and get approval for hiring, training, rewarding and related HR matters.
- Proceed HR daily tasks (Recruitment, contracts, compensation & benefits, employment relationship, motivation and retention, grievance handling, discharge, ...)
- Conduct internship for students at company, career angel program for new employees, perform individual development plan and timely performance appraisals for staffs
- Set up, coordinate and evaluate social activity programs among staffs to promote team spirit, and develop company culture;
- Organize, outsource and monitor all training programs for personal, department and companywide for employees to work in the most efficiency way;
- Maintain and uphold general administration via supports from admin staffs at other departments; apply and improve the operation and regulation for company.
- Coordinate & Comply with the local labor and governmental authorities. Develop, communicate, apply and improve labor contract and staff benefits complying with company policy and regulations and to be in line with the Vietnam labor law, External alignment with Local Labor Department, Social Insurance Department, Trades' Union...
- Design, update and maintain a best practice HRD system inline with the classification system and adapted to the market forces that attracts people in a competitive setting. Market surveys to stay updated with the latest HR trends and policies

JOB REQUIREMENTS

- Bachelor's degree in Laws / Business Administration/ Pedagogy;
 - o At least 5 years relevant experience,
 - o At least 3 years experience in position of HR Manager
 - Excellent leadership & interpersonal skills
 - o Good management, communication and problem-solving skills
 - o Good command in 4 basic skills (Reading, Speaking, Listening and Writing) Vietnamese & English.
 - Good command in Microsoft Office and capable of using supported software
 - Professional Human resources management and development capability
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- Strong experience in setting up operation procedures,
- Good knowledge of labor laws and regulations. Ability to negotiate well with authority
- Good knowledge of labor market. Ability to negotiate well with suppliers.
- Good knowledge of performance appraisal. Ability to negotiate well with employees.
- Hard working and high responsibility to process integrity, diplomacy and persuasion,
- Ability to work independently & under pressure. Meet deadlines with timely reports & outcomes
- Good business ethics and respect confidentiality