

RESPONSIBILITY

1. HR Administration.

- Develop, monitor the implementation of HR policies and procedures followed by company employees.
- Assist the process of employee Performance Evaluation;
- Prepare confirmation letters, promotion letters/reference letters/labor contracts, etc.
- To prepare, manage and follow up all related HR documents include but not limited to Job Description, offer letter, Labor Contract, decision, application form for Visa, Work permit, temporary residence card,...;
- Set up and maintain Employee database, personnel files, annual leaves & sick leaves record, social and health insurance.

2. Recruitment and selection

- Liaises with management on the manpower planning and recruitment process
- Assist in the development and implementation of HR systems, policies and procedures.
- Liaise with advertising agents on advertisement recruitment.
- Source, screen, interview, evaluate, and follow up with candidates.
- Prepare letter of rejection to unsuccessful candidates.
- Welcoming and introducing the newcomers, helping to conform themselves to the company's culture.
- Follow up probation evaluation and arrange labor contract signing

3. Compensation and benefits

- Attend to employees' grievances and complaints; provide guidance if necessary.
- Assist in the development and implementation of Remuneration and benefits policies.
- Initiate and organize internal social activities, team building for staff.

4. Training and development

- Conduct orientation programs for new employees.
- Coordinate and liaise with external consultants on employees' training needs and arrange training schedules for employees.
- Evaluate the effectiveness of the respective training programs by obtaining feedback from employees.

5. Perform other duties given by the Managing Director.

REQUIREMENT

- Education: College degree in relevant fields
- Knowledge Labor Law, Human resource academy
- Skill: Superior interpersonal communication, proficiency in Microsoft office, English
- Have more than 02 years experience in similar position preferable



PULSE ACTIVE

HR EXECUTIVE

**Notes: Please include your profile picture and expected salary in your CVs.