



JOB DESCRIPTION

Position: HUMAN RESOURCE – ADMIN

Danang Office: 01

Hochiminh Office: 01

Department: HUMAN RESOURCE

Report to: Human Resource Director

Job Description

Recruitment

- Manage recruitment process for Hanoi, Danang, Hochiminh office: Job advertising, select CVs, making interview, arrange paper work: job offer, labour contract, salary payment...
- Manage and update employees' data base;
- Conduct orientation for new hired employee;
- Make monthly headcount report

Training & Development

- Support to arrange yearly training and development program
- Support to implement training course: arrange class, select candidates, follow up after class survey and homework...
- Record training program.
- Keep contact with training organizations.

HR C&B

- Prepare / review/ control labour contracts for employee;
- Prepare HR report, and update control list for HR data base;
- Keep staff database in filling both hard copy and soft copy;
- Control time table record, annual leave,...
- Prepare monthly Salary payment, Social Insurance;
- Updating labour code and Social Insurance Law;
- Support for labour union issues;

Administration

- Keep office in well operation;
- Control all service vendors for: office rent, house rent, car rent, stationary,...
- Control Office equipment and fixed assets;
- Arrange company event: Company trip, staff party,...
- Arrange visa, work permit; health care program for foreigner staff;

Qualification

- Understand well the Labour Code, Social Insurance Law and it's related regulations;
- Hospitality manner; careful person;
- Good time management and organizational skills & keen on details;
- Possess good analytical and interpersonal skills;

- Able to work under pressure to meet tight deadlines and handle multiple tasks.
- Self-motivated, independent and proactive

Experience Requirement

- Have 2- 5 years working experience in Human Resource;
- At least 2 years experienced in international organizations

Education Requirement

- Bachelor's degree in Human Resource Management/Business Administration/English
- Excellent Computer skill: Word, Excel, Powerpoint...
- Fluent in English

Benefit/ Welfare

- Opportunity to work in a professional, active environment; change to development;
- Training opportunity and high motivation;
- Attractive Salary range adapt with ability and personal qualification.
- Salary review one/year;
- Attractive bonus and welfare;
- 13th month salary;
- Fully benefit for Social Insurance, Health Insurance, Un-employment and other benefit according to Labour Code and Company regulations;
- Opportunity to work for a long term basic

If your background and experience meet these qualifications requirement please send a CV to apply via our company website: WWW.DALOC.VN

DALOC Company Limited is one of two leading companies in importing and distributing food, wine (wine, spirits, liquor) and beverages (water, fruit juice). Operating in country overall, Company has three offices in Hanoi, Danang, and Hochiminh. At this moment, Company is promptly establishing two more offices in Nhatrang and Phu Quoc.

Established in 1995, after more than 20 years operating and developing, Company has built a prestigious position in market and has created an international working environment for employees. Our customers are the best hotels, resources, restaurants, and airline agents in Vietnam.

Our employees are Vietnamese and foreigners come from different countries: England, French, American, Italia...

WE HAVE A COMPETITIVE BENEFIT POLICY FOR EMPLOYEE COMPARE WITH THE BEST COMPANIES IN VIETNAM. WE KEEP TRYING TO CREATE A VIETNAMESE WORKING ENVIRONMENT WHICH HAS INTERNATIONAL STANDAD.

Company size: 100-499

Please visit our Company's website for more information: WWW.DALOC.VN

For the purpose of expanding and developing company, we're looking for the qualified candidate for below potions: