**HR Manager**

**Job Description**

* **Implement HR strategies:**
* Identify and research humane resources issues, contribute information, analysis and recommendation strategic thinking and direction, establish department accountabilities
* Provide human resources advice, counsel, and decisions; analyze information and applications
* **Manage human resource:**
* Initiate and implement all necessary personnel planning, recruitment and selection procedures
* Provide training and development service to company
* **HR Management:**
* Develop, update, implement and administer company’s procedures, policies, guidelines, regulations in accordance with the Vietnam labour law and enforce company’s value and management.
* **Compensation and benefit:**
* Maintain remuneration strategy and appropriate terms and condition of employment
* Manage social, health, un-imployement insurance and providing HR services to employees
* **Administration and employee relation:**
* Manage labour union, implement employee care activities, effective communication of company policies

**Requirement**

* Male/Female, 30-37 years
* Academic level: University Degree in Trade, Finance,...
* Experience: in HR, especialy in recruitment and training,...
* Candidates in retails are preferred
* Ability to set up HR system
* Language: good English communication
* Good computer skill