

Human Resource Manager

Company: Edso Labs

Address: no 9 lane 4 Duy Tan, Dich Vong Hau, Cau Giay

FB Page: <https://www.facebook.com/edsolabsvietnam>

Job summary

The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Required skills:

- Good verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.

- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Required education & experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- Years of experience in Human Resource management is a big plus.

Benefits and perks:

- Attractive salary and package (max 60M)
- Working time: 8:30-18:00 (off 1.5h from 12h to 13h30 for lunch) from Monday to Friday
- Flat structure
- Self-management is appreciated
- Friendly, innovative, and supportive environment
- Psychological safety; Your ideas are always welcomed
- 13th month salary, annual health-check, insurance under Vietnamese Labor Law, monthly teambuilding
- Additional Health Insurance Package (BIC)
- Free dress code - Your choice to be confident and comfortable.

If you are always willing to learn, if you like challenges, if you want to get an attractive package and be a part of exciting projects, don't hesitate to send your CV to: huent2@edsolabs.com.

Thank you!