

CHASEN TRANSPORT LOGISTICS CO.,LTD

Job Title: HR and Administration Manager

Location: Ho Chi Minh

No. of Vacancies: 1

Responsibilities & Duties:

To advise the Board of Director to building the organizational structure and administration of company, building a system of rules, procedures and regulations for the Company and monitoring the observance of such rules.

1. Planning for recruitment, training and development of human resources in periodic, quarterly and monthly.
2. Planning human resources to better serve for the business operation and company strategy.
3. To organize and carry out the administrative and functional tasks as requested by the Board.
4. Develop a plan and organize and supervise the implementation of social security, occupational safety, occupational health and fire prevention
5. To advise the Board of Director on construction plans for wage, reward the welfare schemes for employees.
6. Support other departments in the management of human resources and act as a bridge between the Board of Directors and Employees in the Company. Support for the parts related to staff training, personnel recruitment method.
7. Support the relevant department for administrative work.
8. Maintain compliance with all company policies and procedures.

Requirements:

- Excellent verbal and written communication skills, including ability to effectively communication with internal and external customers.
- Excellent computer proficiency (MS Office-Word, Excel, Outlook and HR Software)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignment to completion within parameters of instructions given, prescribed routines and standard accepted practices.
- Ability to lead staff to complete the work given, build planning, organize and supervise the work.

- Skill to analyze, synthesize and make the reports.
- Able to communicate effectively in English (spoken and written).

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to hr.recruit@chasen-logistics.com .

(All applications will be in strict confidence. We regret that only short-listed candidates will be notified.)