

CHASEN TRANSPORT LOGISTICS CO.,LTD

Job Title: Human Resource Executive

Location: Ho Chi Minh

No. of Vacancies: 1

Responsibilities & Duties:

Perform activities of company personnel under the direction of HR Manager and Country Manager

1. Planning for recruitment, training and development of HR in periodic, quarterly and monthly.
2. Manage profile, resume of staffs in company, records in files according to department, make a list of employees of the Company under the form, updated monthly.
3. Management for the new employee, saving the training certificates, evaluating the results training and training records.
4. Making the decision to dispatch, appointment, resignation, according to request of manager and the implementation of relevant procedures.
5. Perform attendance, overtime for employees, submit to manager for browsing.
6. 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 and Outlook)
- 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.
- 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.)