



JAC Recruitment

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Vietnam



PR/094489 | HR Manager / Director - Manufacturing

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541369

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 11:02

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

We are seeking a dynamic and experienced HR Manager to lead our human resources department in Vietnam. This role involves overseeing all HR functions, including recruitment, employee relations, performance management, and compliance with local labor laws. The ideal candidate will have a strong background in HR management within the electronics or manufacturing industry and be fluent in both Vietnamese and Chinese.

Job Responsibilities

- Recruitment and Staffing: Manage the end-to-end recruitment process, including job postings, interviews, and onboarding.
- Employee Relations: Foster a positive work environment and address any employee issues or grievances.
- Performance Management: Implement and oversee performance appraisal systems and employee development

programs.

- Compliance: Ensure adherence to Vietnamese labor laws and regulations.
- HR Policies and Procedures: Develop and update HR policies and procedures in alignment with company goals.
- Training and Development: Plan and conduct training sessions to enhance employee skills and knowledge.
- Payroll and Benefits Administration: Oversee payroll processing and benefits administration.
- Strategic HR Planning: Partner with senior management to align HR strategies with business objectives.

Job Requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 5 years of HR management experience, preferably in the electronics or manufacturing industry.
- Fluency in Vietnamese and Chinese (Mandarin) is required.
- Strong knowledge of Vietnamese labor laws and HR best practices.
- Excellent interpersonal and communication skills.
- Proven ability to manage and resolve conflicts.
- Strong organizational and time management skills.
- Ability to work independently and in a team-oriented environment.

#LI-JACVN

Company Description