



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



PR/094950 | Head of HR-GA

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1549569

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 17:16

## 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**

Our client a big company in automotive industry from Japan

**Job Responsibilities**

- **HR Strategy & Leadership:** Provide strategic HR counsel to the Board of Directors on organizational models and structures. Drive a performance-driven culture and enhance employee engagement. Translate management objectives into actionable HR and GA initiatives. Oversee daily HR and GA operations and develop comprehensive departmental policies.
- **Talent Acquisition & Development:** Formulate and execute recruitment and training strategies. Conduct thorough employee performance evaluations and implement soft skills and professional development programs.
- **Labor Relations & Compliance:** Ensure strict adherence to Vietnamese labor laws. Effectively manage labor

disputes and address employee grievances. Administer social insurance, health insurance, and compensation policies

- **General Affairs & Administration:** Manage all aspects of office administration, including fixed assets, fire safety, environmental compliance, and occupational health and safety. Monitor administrative expenditures and coordinate internal company events

### Job Requirements

- Having bachelor's degree or higher in Human Resources, Business Administration, Law, or a related discipline
- Having minimum of 5 years of experience in HR/GA, with at least 2 years in managerial capacity
- Having strong understanding of recruitment, labor law, employee benefits, disciplinary procedures, training and development, and general administration
- Having demonstrated analytical, decision-making, conflict resolution, and problem-solving skills. Proven ability in team management and strong English communication skills are essential
- Prefer having experience within a manufacturing environment and involvement in organizational development or cultural transformation projects

#LI-JACVN

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

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