



JAC Recruitment

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JAC Recruitment Vietnam

PR/095094 | HR Manager

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1556252

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

August 26th, 2025 10:15

## 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

**Location**

Cau Giay, Hanoi

**Company and Job Overview**

A reputable Vietnamese consulting company

**Job Responsibilities**

- Lead HR functions including recruitment, training, performance management, employee relations, compensation & benefits, and compliance with labor laws.
- Develop and implement HR strategies aligned with business objectives to attract, retain, and develop talent.
- Oversee administration management: office operations, facilities, events, and budget optimization.
- Provide HR services such as payroll, insurance, legal consultation, and HR outsourcing solutions.

- Partner with senior management to drive organizational change, foster a positive culture, and ensure continuous improvement.

### Job Requirements

- Bachelor's degree in HR Management, Law, Business Administration, or related fields.
- Minimum 5 years of experience in HR & Administration management, preferably in consulting, IT, or large enterprises.
- Strong knowledge of Vietnamese labor law and HR best practices.
- Excellent leadership, planning, communication, and problem-solving skills.
- Proficiency in MS Office and HR systems; fluent in English is an advantage.

### Benefits

- Competitive salary with annual performance review and bonus.
- Professional, modern, and dynamic working environment.
- Training and career development opportunities.
- Full insurance and welfare benefits as per company policy & labor law.

#LI-JACVN  
#cityhn

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### Company Description