

PR/096197 | Senior Human Resources Staff

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1609884

Industry
Electric Power, Gas, Water

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 16:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

The Human Resources Department is looking for a SENIOR HUMAN RESOURCES STAFF, key member to support the factory operations.

Working in Long Duc Industrial Park.

JOB RESPONSIBILITIES

1. Recruitment:

- Ensure the attraction and selection of suitable candidates.
- Plan and organize recruitment activities to meet manpower requirements.
- Complete the recruitment process and review the selected applications.

- Responsible for planning and implementing activities to promote corporate culture and job positions to attract talent, such as job fairs, seminars, educational sponsorships, internships, and site visits.
- Prepare statistical reports on recruitment plans and actual recruitment.
- Build and develop recruitment networks and sources.

2. Labor contracts management:

- Send contract renewal information on time.
- Receive contract renewal evaluation results, proceed with approval procedures for resigning/ refusing to sign employment contracts.
- Issue and sign employment contracts for all employees.
- Store and manage various types of employment contracts.

3. Attendance tracking:

- Conduct daily attendance tracking.
- Monitor leave and overtime policies.
- Check attendance, handle or adjust incorrect attendance cases, missing attendance data, or policies for women and nursing mothers.
- Receive and handle explanations using the HRM app; documents related to various types of leaves.
- Register and update shift schedules based on information received from departments.
- Monitor and grant annual leave monthly; handle arising cases related to annual leave.
- Finalize monthly attendance sheets.
- Operate the attendance system using FaceX software.
- Propose improvements to software related to tasks and work: FaceX, HRM.

4. Compensation & Benefits (C&B) management, Insurance Policy Management & Administration:

- Oversee and execute the monthly social insurance registration process (increases,decreases, and adjustments) with the social insurance agency via TS24 software.
- Ensure accurate and timely processing of social insurance benefits (sick leave, maternity,convalescence) to safeguard employees' legal rights.
- Manage the corporate social insurance database, handle procedures for issuing and closing insurance books for incoming/outgoing staff, and act as the primary liaison with social insurance authorities.
- Payroll Processing:
- Consolidate attendance data from management systems (FaceX, HRM) to process and finalize monthly payrolls, ensuring absolute accuracy, confidentiality, and on-time distribution.
- Control the application of benefits, bonuses, and deductions in strict accordance with corporate financial policies.

5. Legal Compliance & Global PIT (Core Strength):

- Possess a profound understanding and practical expertise in applying current statutory laws, including the Labor Code, Tax Laws, and other relevant legal frameworks.
- Core Focus: In-depth expertise and extensive experience in expatriate PIT (global PIT), ensuring strict compliance with current regulations.

JOB REQUIREMENTS

- Bachelor’s degree or higher in Human Resource Management, Business Administration, Law, or related fields.
- From 3-5 years of experience in HR operations within a manufacturing company of over1,000 employees.
- Strong expertise in recruitment, attendance, C&B, social insurance, labor contracts, and labor law compliance.

- Good communication and reporting skills in English or Japanese.
- Proficient in MS Office and HR management software (HRIS).
- Strong skills in data analysis and report preparation.
- Excellent teamwork skills with a track record of establishing processes and meeting deliverables within deadlines.

BENEFITS

- Working days: Monday - Friday (7:45 AM - 4:30 PM, 45' lunch break).
- Shuttle bus: 4 routes (From Hang Xanh, Thu Duc, Bien Hoa and Vung Tau).
- 13-Month salary and performance bonuses paid twice a year.
- Benefits: Social insurance based on full salary (excluding allowances such as commuting, etc., as per regulations).
- Salary increments, bonuses, and benefits negotiated based on competence, experience, and company policy, Yearly health check-up

About the company

A global manufacturing organization specializing in automotive components and precision powertrain-related products. It operates in a quality-focused production environment, serving international customers through advanced manufacturing capabilities, strict process control, and continuous improvement practices.

#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.

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

Company Description