



PR/095271 | HR Executive

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1562397

業種

福祉・介護

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2025年11月18日 07:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Company and Job Overview

Our client operates an investment company from China

We are looking for HR executive who strong both C&B and Recruitment

Job Responsibilities

- Manage all HR operations: recruitment, compensation, performance evaluation, and employee relations
- Support the development and implementation of HR policies and procedures
- Maintain accurate employee records in compliance with company policies and local labor laws
- Ensure compliance with local laws and internal compensation policies
- Collaborate closely with internal and external stakeholders

- Address employee inquiries regarding HR policies and procedures
- Assist with ad hoc HR projects and tasks as needed

Job Responsibilities

- College degree or higher in Human Resources, Business Administration or related fields
- Minimum 3-5 years of experience in a generalist HR or recruitment role, preferably in healthcare, immigration, legal, or financial services
- Strong knowledge of Vietnamese labor law, social insurance and personal income tax
- Good command of both English and Vietnamese (spoken and written)

#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>

会社説明