

PR/096285 | HR &GA Manager

募集職種

人材紹介会社
JAC Recruitment Vietnam Co., Ltd

求人ID
1616164

業種
その他（商社）

雇用形態
正社員

勤務地
タイ

給与
経験考慮の上、応相談

更新日
2026年10月20日 07:00

応募必要条件

職務経験
10年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル

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

We are looking for a HR &GA Manager, key member will oversee all Human Resources and General Affairs operations for the company.

You will make sure we comply with Vietnamese labor law and corporate policies, support management in developing our people and culture, and manage legal, compliance and IT coordination so the business runs smoothly and sustainably.

Working in Ho Chi Minh city.

JOB RESPONSIBILITIES

1. HR & Organization Management:

- Lead workforce planning and organization design, including headcount planning, job descriptions and reporting structures that support business goals.

- Manage end-to-end recruitment and onboarding, and build the company's employer brand to attract qualified talent.
- Run the performance management cycle, including goal setting, appraisals, KPI tracking and performance improvement plans.
- Identify training needs and deliver learning and development programs, including leadership development for key staff.
- Develop succession plans and career paths for critical roles to retain and grow talent.
- Oversee compensation and benefits, including salary structure, annual salary review, bonus schemes and market benchmarking.
- Ensure accurate and timely payroll, social insurance, health insurance, unemployment insurance and personal income tax administration.
- Manage labor contracts, internal labor regulations, the collective labor agreement and their registration with authorities.
- Handle employee relations, including grievances, disciplinary procedures and terminations in line with Vietnamese Labor Law.
- Work with the trade union and organize dialogues at the workplace as required by law.
- Oversee occupational health and safety programs and staff welfare activities.
- Implement HR policies and programs in line with the corporate framework, and drive engagement surveys and culture initiatives.
- Maintain HR records and HR information systems, and report HR metrics such as headcount, turnover and labor cost to management.

2. General Affairs & Administration:

- Manage office facilities, business licenses, company seals, contracts and corporate records.
- Oversee company assets, procurement, transportation and staff support services.
- Organize corporate events and act as the main contact with government authorities.

3. IT Coordination:

- Supervise the IT Coordinator in daily operations and vendor management.
- Ensure system stability, data backup and good cybersecurity practices.
- Work with the regional IT team on policy implementation and audit requirements.

4. Budgeting & Reporting:

- Prepare and control annual budgets for the GA, HR, IT and Compliance functions.
- Coordinate internal audits and external reviews, and follow through on corrective actions.
- Prepare management reports as required by the Board of Directors.

JOB REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, Law or a related field.
- At least 10 years of progressive experience in HR and General Affairs, including at least 5 years in management roles.
- Proven experience in policy development, labor law compliance and cross-functional management.
- Experience working with government authorities, law firms and regional or global teams.
- Strong knowledge of Vietnamese Labor Law and Commercial Law.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint); experience with HR or ERP systems is a plus.
- Good English in reading, writing and speaking.
- Strong communication and presentation skills, with the ability to influence credibly at all levels.

- Good business sense; experience in the tyre or automotive industry is an advantage.

BENEFITS

- Competitive salary and annual bonus
- 13th-month salary, social and health insurance per Vietnamese law, plus private healthcare
- Annual leave, company trips, training and development opportunities

About the company

A leading global tyre manufacturer. The company provides high-quality tyre products and services to customers across Vietnam. It is committed to safety, reliability, and sustainable business growth.

#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