



Interflour Group

Job Description



Job Description

JOB TITLE	
HR Coordinator (Recruitment & Training)	
DEPARTMENT / UNIT / COUNTRY	
Human Resources/IFV/Vietnam	
REPORTING TO	
HRM	
Role	
Assist & provide HR service (Recruitment & Training) to support the function departments of the business ensuring achievement of department strategies and objectives by maximizing human capital.	
MINIMUM REQUIREMENTS	
Education / Experience	<ul style="list-style-type: none"> • Bachelor's degree in Human Resource Management, Business or related field • 3-5 years of working experience in HR field (strong in recruitment, willing to work in learning & development)
Specific Skills (Knowledge, skills and abilities)	<p>Functional skills:</p> <ul style="list-style-type: none"> • Fluency in English • Good in computer (Ms Office, Internet, Recruitment Website, ...) • Must have strong experience in Recruitment in foreign factories • Good Communication / Motivation / Initiative / Planning • Good Interpersonal Skills • Hard-working, able to work under high pressure

AREAS OF RESPONSIBILITY (AOR)
Header
Definition
IN ORDER TO, what results
Recruitment

- Apply the Group Competencies to attach right people for right position and right time.
- Guide/ counsellor to department hiring to apply the Competencies matrix to recruitment.
- Maximizing internal recruiting channels with most efficient tools/sources
- Pro-acting networking channel (public centre, schools, job fairs) to enrich the talent databases.
- "Meet expectation" performance result of new hired employees after probation and during 1st year.

People development

- Coordinate for development programs (Leadership Development Program, Career Development Program, Succession Planning Program)
- Assist for designing and expanding training and development programs based on both the organization's and the individual's needs.
- Support conducting TNA and make training plan annually based on the Business Objective and Business Requirement.
- Contact training supplier for survey and assist in design the in-house course for company
- Evaluate training activities and make all training course report; follow up all assignment and assist trainee in completed and implementing their projects.
- Train new staff on the company's regulations and policies (orientation training, re-orientation).

Employees Relations

- Participate in meetings that involve a range of issues as needed or assigned for the purpose of developing and recommendation or supporting other staff
- Staying close with the function department to understand and assist HR department in improve the environment working area, change the habit and improve the operation performance; handle staff feedback and give solutions.
- Organize the internal seminars to share the knowledge, update information
- Coordinate on HR and other annually activities...

Improvement Projects

- Involve as member in innovation projects that raise performance, make the improvements or change the way things works, changing behaviours... (5S, reduce waste...).
- Identify and implement the right HR solution for HR department.
- Initiate the gain-sharing to ensure the fair reward immediate to employee to enhance employee's ideas.