



Interflour Group

Job Description



Job Description

JOB TITLE	
HR Coordinator (C&B)	
DEPARTMENT / UNIT / COUNTRY	
Human Resources/IFV/Vietnam	
REPORTING TO	
Assistant Manager	
Role	
The purpose of this role is to assist & provides to HR operations service, especially Recruitment at Cai Mep included Flour Milling Business, Port Business	
MINIMUM REQUIREMENTS	
Education / Experience	<ul style="list-style-type: none"> • Bachelor's degree in Human Resource Management, Business or related field • 3 years of experience preferably in C&B
Specific Skills (Knowledge, skills and abilities)	Functional skills: <ul style="list-style-type: none"> • English: Intermediate level • Good in computer (Ms Office, HR system) • Must have strong experience in C&B in foreign factories or ports • Good Communication / Motivation / Initiative / Planning • Good Interpersonal Skills • Careful, detail-oriented, hard-working

AREAS OF RESPONSIBILITY (AOR)
Header
Definition
IN ORDER TO, what results
HR Information System

- Input & update employee database timely and correctly in HR Software System
- Follow up & making employee's offer, labor contract (re-new / terminate, ...)
- Update headcount, in-out, transfer ... reports monthly

Attendance & Overtime

- Collect and cross check staff attendance and overtime
- Update & tracking all kind of staff's leave

Insurances & PIT

- Calculation and report for Social Insurance monthly
- Personal Accident & Health Insurances procedures in charge to all employees
- Register PIT code & Dependent for staff

Payroll

- Salary calculation for staffs timely and correctly
- Printing payment slip

CPA system

- Coordinate with Department to set up KPIs must be SMART
- Administrating for CPA system (input, update for new employee, new transfer, promotion, ...)

C&B Policy

- Follow up HR- related legal requirement and regulations, ensure company compliance with labor laws within area of specialization, interface with concerned government authorities
- Advise Employee on C&B policy & making claim upon employee benefit
- Supporting in annual salary survey in Caimep

Ad-hoc

- Support to Organize Company trip, Year End Party, other company activities
- Other assignments