



Interflour Group

Job Description



Job Description

JOB TITLE	
HR Coordinator (Recruitment)	
DEPARTMENT / UNIT / COUNTRY	
Human Resources/IFV/Vietnam	
REPORTING TO	
Supervisor/ 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 Recruitment
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 Recruitment in foreign factories or ports • 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

- Carry out recruitment process, from the job posting, coordination of test/interview procedure, candidate sourcing... to effective employment for assigned open positions, towards both external and internal candidates
- In charge of employer branding, recruitment campus
- Identifying, attracting and approaching potential candidates quickly
- Develop talent pool for various key positions for the identified needs above
- Coordinate or join in indoors or outdoors recruitment events
- Headhunt candidates from diverse sources: Vietnamworks, LinkedIn, Social networks, etc.

Support other HR operation services

- Human resource management system
- Employee relationship
- Monitoring the implementation of IFV policies/regulations and handle disciplines
- Compensation & Benefits
- General admin task

