



## HR Staff (PR/093791)

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1486107

**Industry**

Other (Infrastructure)

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

July 19th, 2024 14:38

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Position:** HR/Administrative Staff (Employer Branding Focus)

**Job Summary:**

We are seeking an HR/Administrative Staff member with a strong focus on employer branding to join our team. The ideal candidate will play a pivotal role in enhancing our employer brand through various HR initiatives and administrative tasks. This position will be responsible for coordinating branding activities, organizing employee engagement events, managing office operations, and ensuring a positive workplace culture.

**JOB RESPONSIBILITIES**

Key Responsibilities:

- Develop and implement employer branding strategies to attract and retain top talent.
- Coordinate employer branding campaigns and initiatives, both online and offline.
- Organize and execute employee engagement events and activities.

- Manage administrative tasks such as office supplies, travel arrangements, and vendor management.
  - Support HR initiatives and projects as needed.
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## Required Skills

### **JOB REQUIREMENTS**

- Bachelor's degree in HR, Marketing, Business Administration, or related field.
- Prior experience in HR administration with a focus on employer branding preferred.
- Strong communication and interpersonal skills.
- Proficiency in MS Office suite and familiarity with HR software.
- Creative thinking and ability to develop innovative branding solutions.
- Detail-oriented with excellent organizational skills.
- Ability to work effectively in a fast-paced environment and multitask efficiently.

### **BENEFIT:**

Salary: ~up to 1000 USD  
And other benefits.

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## Company Description