



HR Staff (PR/093791)

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1486107

業種

その他（インフラ）

会社の種類

外資系企業

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2024年07月19日 14:38

応募必要条件

職務経験

3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

ビジネス会話レベル

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

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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スキル・資格

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.

会社説明