



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



## PR/094594 | L&amp;D Assistant Manager

## 募集職種

## 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

## 求人ID

1533094

## 業種

不動産仲介・管理

## 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

2025年04月15日 11:36

## 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

短大卒：準学士号

## 現在のビザ

日本での就労許可は必要ありません

## 募集要項

## Company and Job Overview

A well-established organization providing legal and governance services for its subsidiaries involved in real estate and project management. The company values precision, teamwork, and long-term employee development.

This position will be based in Hanoi city

## Job Responsibilities

- Develop policies on allowances, benefits, rewards, and discipline.
- Design salary structures based on market rates, skills, and budgets.
- Create performance evaluation forms for job positions.
- Standardize employee quality and plan training programs.
- Manage PIT, SHUI payments, and compliance.
- Update policies to ensure competitiveness and legal compliance.
- Handle budgeting, reporting, and updates.
- Coordinate with the team and review tasks.

## Job Requirements

- Bachelor's degree in HR, Business, or related field.
- 5+ years of C&B or HR experience.
- Knowledge of labor laws, PIT, SHUI, and payroll.

- Strong attention to detail and proficiency in Excel.
- Good analytical, communication, and teamwork skills.
- Familiarity with budgeting and compliance.

**Benefits**

- Competitive salary, depending on qualifications and experience.
- Opportunities to lead financial aspects of significant projects.
- Professional growth in a challenging and rewarding environment.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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会社説明