

Position Title:	HR Officer
Department:	HR
Directly reports to:	HRM
Direct Reports:	Tbd

Job Summary	The HR Officer manages day-to-day HR operations, including administration, payroll, and employee data management, while supporting recruitment, training, and ensuring compliance with company policies and local labor regulations.
Key Tasks and Responsibilities	<ul style="list-style-type: none"> • Ensure accuracy and timeliness of monthly payroll processing, including salary calculation, attendance tracking, and payroll reporting. • Handle Personal Income Tax (PIT), social insurance, and labor compliance in accordance with local regulations. • Maintain and manage employee data in HR systems (e.g. SAP), ensuring data accuracy and confidentiality. • Prepare and analyze HR reports (headcount, attendance, payroll, etc.) to support decision-making. • Support internal and external audits by providing accurate HR data and documentation. • Handle HR administration tasks, including labor contracts, employee records, and documentation. • Support recruitment activities when required (job posting, screening, interview coordination). • Participate in HR projects and process improvements as assigned. • Perform other tasks assigned by the Manager.
Skills and Abilities	<ul style="list-style-type: none"> • Absolute reliability and honesty • Analytical, structured and accurate workstyle • Strong logical mindset • Good communication skills • Team player, also across departments • Quick understanding of complex organizations
Experience and Education	<ul style="list-style-type: none"> • University Degree in economics, psychology, legal matters or equivalent. • 1 year of experience in a similar position; ideally in a production-based company. Experience in an international company is desirable but not a must. • Basic legal knowledge of the labour regulations of Vietnam and the application thereof. • English skills in speaking and writing. • Advanced computer skills (MS Office).
Contact	Interested? Please send your application in English to Career@kurz.vn