

<b>Position Title:</b>	HR Officer
<b>Department:</b>	Human Resources
<b>Directly reports to:</b>	Assistant HR Manager
<b>Direct Reports:</b>	N/A

<b>Job Summary</b>	The HR Officer is responsible for key HR operations, including payroll, attendance management, recruitment, and employee data administration, while ensuring compliance with labor laws and internal policies. The ideal candidate is proactive, detail-oriented, and capable of working both independently and collaboratively within a team.
<b>Key Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Handle monthly payroll and allowances in compliance with company policies and labor regulations.</li> <li>• Manage attendance, leave, and overtime records to ensure accuracy and timely updates.</li> <li>• Take charge of matters related to Compulsory Insurance and Personal Income Tax.</li> <li>• Prepare and submit required HR reports and documentation to local authorities.</li> <li>• Maintain and update HR records including employee profiles, labor contracts, job descriptions, and performance evaluation documents.</li> <li>• Carry out recruitment activities: post job ads, screen CVs, arrange interviews, and follow up with candidates.</li> <li>• Organize onboarding activities and deliver essential information to new employees.</li> <li>• Coordinate internal training sessions and maintain training records.</li> <li>• Ensure HR practices comply with local labor laws and company policies.</li> <li>• Perform other tasks as assigned by Manager.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Absolute reliability and honesty</li> <li>• Analytical, structured and accurate workstyle</li> <li>• Strong logical mindset</li> <li>• Good communication skills</li> <li>• Team player, also across departments</li> <li>• Quick understanding of complex organizations</li> </ul>
<b>Experience and Education</b>	<ul style="list-style-type: none"> <li>• University Degree in human resources, economics, psychology, legal matters or equivalent.</li> <li>• 01 year of experience in a similar position.</li> </ul>
<b>Contact</b>	Interested? Please send your application in English to <a href="mailto:Career@kurz.vn">Career@kurz.vn</a>