

CH RESOURCE

HR Officer Vietnam

Founded in 2014, CH Resource Viet Nam is a market-leading platform for access to Digital Super Wallet.

Headquartered in Singapore, we specialize in on-and-off ramp services for Digital Super Wallet with local currencies, and we are present in multiple countries across the Asia Pacific.

Our platform was founded by Singaporean entrepreneurs, and we are backed by prominent investors from Silicon Valley such as Tim Draper, Josh Jones, as well as established venture capital firms such as Boost VC.

We are a group of people who have been inspired by how technology has changed the way people live, work and entertain in the last 2 decades. The boom will go too high, we believe, driven by the shared economy, and it is Artificial Intelligence.

It's the foundation and mission of CH Resources Vietnam.

In overall

You will have the chance to be involved in **HR Officer jobs at the Human Resource Dept.** The **HR officer** interacts with employees and subject matter in order to understand their problems and needs.

We love growth hackers with backgrounds in ads, digital, big data, SaaS, platforms. If the below resonates, we should definitely meet and talk.

Reporting to Human Resource Manager, you will be responsible for:

HR Activities/Engagement

- To build and maintain good relations among employees, management and community through the organizing of various activities e.g. employee recreation, company trip, teambuilding, sport, social activities, events during the year such as happy hour, happy Friday, woman day, children day, Xmas, birthday etc.
- Survey community relation with employees; summarise to HR Manager for improvement and screen information. Meeting with all employees to receive feedback, update all information, and maintain a good information channel in the company.

Administrative:

- Build up Organization chart and Departments function follow as HRM's instruction
- Check, monitor, control the admin service contracts, remind for expiration date, renewal.
- Check and compare the prices to get approval before purchasing any items (IT equipment, uniform, tools, clocker, stationery,...)
- Resolve administrative jobs as per request such as contact for maintenance or fix broken equipment and follow up status.
- Resolve and contact the Government (Vendors, Construction, Work permit, Visa, TRC...) for any issues.
- Ensure the office operates smoothly and efficiently.
- Housekeeping general monitoring
- Receiving and response the letters

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- Manage phone number register, phone charge, taxi charge, car, booking ticket, hotel, rental fee and others monthly.

In order to succeed in the role, you should ideally have:

- 2 years in similar position
- Bachelor degree in HR Management, Business, Marketing or relevant degree.
- Experience in event, social media and online
- Labor code
- Human Resources methodologies
- Computer knowledge (MS. Word, MS. Excel, MS. Power Point, Email)
- English ability: speaking, writing, reading
- Bachelor degree in HR Management, Business, IT, Marketing or relevant degree.

Benefit

- Laptop
- Salary as performance, and 100% in probation.
- Full SI-HI-UI
- Birthday, Xmas day leave, sick leave paid, 60 days for work from home
- Health care, health check
- Recognition award
- Long service award

Life at CH Resource Vietnam

- Company trip
- Team building
- Happy hour, happy Friday
- Year end party
- Sport
- Game

Working hours

- 9h - 18h
- Mon - Friday