

# CH RESOURCE

## IT Recruitment 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.

We are seeking dynamic, entrepreneurial, ambitious individuals to join us to discover the journey and tackle the challenges to be the no.1 Digital Super Wallet solution in a digital economy.

### **Industry**

Software Technology

### **In overall**

CH Resource Vietnam are looking for an IT Recruitment officer who is able to establish an effective recruitment plan annually to ensure an obtainment of high quality resources, as well as be responsible for hiring human capital on time.

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 Head of Human Resource, you will be responsible for:**

- Recruitment of all levels for the whole CH Resource Vietnam, post job on recruitment websites, contact candidates, arrange interviews, deliver Interview results to candidates...
- Recruitment events and company's activities if any : such as Career day/Job fair at University, and other events related to recruitment and employer branding.
- Have a proactive recruitment plan to meet the commitment in terms of quantity, quality and timing.
- Optimize utility of all recruitment sources and work system to minimize cost of recruitment in measurement of providing a sufficient quantity of qualified human resources in time.
- Establish, maintain and develop job descriptions within the company to be integrated with business development.
- Search for, propose and implement HR PR events to attract talents into the Company.

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

- 2 years in similar position, in Technology is an advantage
- Labor Laws
- Human Resources methodologies
- Interview skills

# CH RESOURCE

- Communication skills/ interpersonal skills
- Computer knowledge (MS. Word, MS. Excel, MS. Power Point, Email)
- English ability: good (speaking, writing, reading)

## **Benefit**

- 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

## **Working hours**

- 9hAM- 6hPM
- Mon - Friday

Interview at: 4<sup>th</sup> floor, HQ tower, 09 Tran Nao, An Khanh ward, Thu Duc city, HCMC.