

CH RESOURCE

Senior Learning & Development specialist 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

Responsible for identifying training and development needs for the whole employee and developing a comprehensive training plan that integrates with the company's overall business strategies to ensure the delivery of high quality skills. Coordinate and Conduct training programs according to the set plan. Monitor employee growth and development through career planning, appraisal and training effectiveness. The incumbent will also prepare and generate training policies and training manuals applying within the organization.

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:

Training programs:

- Develop, facilitate conduct and follow up all training courses delivered according to the schedule : Internal training, External Training, Workshop
- Ensure to have Newcomers 100%: Train for general HR, induction, orientation, system.
- Work with external training consultants to customize the external training course to fit with CHR. Find out and propose the courses which are necessary for jobs related to the company.
- Arrange training internally for employees monthly: Renew, refresh internal rule.
- Regularly evaluate training sources both the course and the trainer to develop the training programs in achievement of add-value and cost effectiveness.
- Follow up after training for all employees

Training and Development Needs Analysis

- Establish training needs for whole employee for the current year and Long term Business
- Monitoring and follow up from: Appraisals, consultation with line managers=> To propose training needs
- Analysis and identify training needs for all employees of CHR in order to make Training Matrix and Skills matrix

Training Policies and Manual

CH RESOURCE

- Establish, maintain and develop CHR training policies and manuals in business excellence.

Training Budget

- Establish the Training Budget by Division per individual employee on an annualised basis. Ensure training costs provide ROI and are value added that support business objectives.

Employee Growth

- Monitor employee growth and development through career planning, appraisal and training effectiveness.

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

- Bachelor degree in HR Management, Business, IT relevant degree.
- Experience related to position: > 4 years in soft science related position: Marketing, HR
- Labor code
- Human Resources methodologies
- Computer knowledge: Google classroom, Software, MS. Word, MS. Excel, MS. Power Point.
- English ability: good speaking, writing, reading
- Communicative, individual leadership, professional manner and self-confident dependability, initiative.

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