

HRAD MANAGER

Location: Hai Ba Trung, Hanoi

ABOUT US

Emerging Asia Insights & Consulting Services Company Limited (“EAIC”) is a private consulting firm established in 2018 based in Hanoi. We focus on sustainability and innovation. We advise organizations from the initial planning stage to full execution management. We leverage our network of advisors, consultants and strategic alliance partners for domain and functional expertise. Our on the ground team provides immediate support to both our domestic and international partners.

JOB DESCRIPTION

We are looking for an HRAD Leader who is ideally self-motivated with 5+ years’ experience to organize and coordinate office administration and procedures in order to ensure organizational effectiveness, efficiency and compliance. You will report directly to the Assistant General Manager and Board of Directors; coordinate with multiple departments/stakeholders in the organization.

Responsibilities include but are not limited to:

General operation

- Ensure office smooth operation:
 - Office supplies, equipment purchase and maintenance, bills and errands
 - Supply requisitions are reviewed and approved by BOD
 - Manage contract and price negotiations with office vendors, service providers and office lease
 - Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
 - Planning and execution of equipment procurement, layouts and office systems
 - Other administrative related tasks
- Procedures & policy establishment, training, monitor and update:
 - All procedures and standards required for the efficient operations of the company and office as well as related projects.
 - Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval and transfers
 - Ensure that results are measured against standards, while making necessary changes along the way
 - Promote activities that enhance operational procedures
- Design and implement filing systems (online or offline):
 - Review and complete the current filing systems
 - Documents & correspondences are controlled
 - Ensure filing systems are maintained and improved if necessary
 - Clerical functions are properly assigned and monitored
- Ensure security, integrity and confidentiality of data
- Provide general support to visitors and employees
 - Guest welcome

- Travel arrangements: visa; flight, hotel & transportation; travel document issuance
- Motorbike parking registration
- Coordinate and organize schedules, meetings appointments and bookings as instructed by the BOD
- Other as assigned by the BOD

HR operations

- Ensure compliance and transparency in policy and implementation
- Salary calculation, payroll, Social Insurance and relates
- Coordinate with Accounting department for tax & insurance contribution reports
- Handle recruitment and providing orientation and training to new employees
- HR-AD documents handling; ensure employees' documents, contracts, decisions, etc. to be organized, file properly.
- Allocate tasks and assignments to subordinates and monitor their performance
- Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff
- Ensure top performance of office staff by providing them adequate coaching guidance, mentorship and discipline.
- Manage internal staff relations and take the lead in staff performance evaluation.
- Prepare annual budget for the office, planning the expenditures, analyzing variances and carrying out necessary corrections that may arise
- Participate actively in the planning and execution of team building and company events
- Maintain a safe and secure working environment.

JOB REQUIREMENTS

- Min 5 years of proven office management, HRAD experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills, multi-task handling and work prioritizing as well as organizational and planning skills
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Proficient in Microsoft 365 (Office, SharePoint/drive/cloud, Microsoft Teams); not required but will be good if the candidate is familiar with Asana, Slacks or quick adapt to technology tools
- Knowledge of clerical practices and procedures
- Knowledge of business and management principles
- Honest, organized and a team player.
- Fluent and confident in English and Native in Vietnamese.
- Flexible and adaptable to task change or multiple task environment

BENEFITS

- Salary: negotiation based on qualification & ability
- Working hrs: 9:00 ~ 18:00, from Monday to Friday
- Competitive compensation and benefits package.
- Professional and friendly working environment.

- Opportunities to advance quickly and fast track your career.
- A team that is reliable and willing to listen and engage with every team member.

HOW TO APPLY

Send your CV to our recruitment team at: recruitment@eaicservices.com.

Hanoi Office

4 Floor, 12 Hoa Ma, Pham Dinh Ho ward, Hai Ba Trung district, Hanoi

Deadline: ASAP

Visit our website for up-to-date information: <https://www.eaicservices.com/>