



Gift Network Job Mapping Job Description

COMPANY :	GIFT NETWORK
DEPARTMENT :	HR & ADMIN
POSITION :	HR & ADMIN EXECUTIVE

AIM OF THE JOB - State concisely the aim of the job

This position is responsible for the coordination of Recruitment, Training & Development assisting to HR & Admin Manager, and Employee's Benefits such as Medical Check-up, Congratulatory & Condolence and Long Service Award. The incumbent is also responsible for office administration and H&S in order to maintain good working environment and to provide staffs with efficient services. It is also the incumbent's responsibility to provide secretarial support to HR & Admin Dept.

MAIN ASSIGNMENTS - Indicate the main activities / duties to be conducted in the job.

AREAS OF RESPONSIBILITY	LEVEL	MEASUREMENT CRITERIA
Headings		Quantitative
Ranking		Qualitative
Definition (<i>in order to, what results</i>)		

Gift Network Company

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<p>1. Office Administration and H&S</p>	<input type="checkbox"/> Full x <input type="checkbox"/> Partial <input type="checkbox"/> Supporting <input type="checkbox"/> Remote	<ul style="list-style-type: none"> • Purchase stationaries as and when necessary with best cost. • Maintain and control good working environment. • Monitor the moving of fixed assets in and out the office accurately. • Administer preparation work for new employees - working place, stationaries. • Ensure the administration and logistics support provided to staff members in terms of visas, make work permit, residence card, and at times coordinate accommodation and flight bookings. • Supervise Receptionist work when necessary.
<p>2. Recruitment</p>	<input type="checkbox"/> Full x <input type="checkbox"/> Partial <input type="checkbox"/> Supporting <input type="checkbox"/> Remote	<ul style="list-style-type: none"> • Assist HR & Admin Manager in recruiting for new employees, creating job postings (internal and external), collecting, screening and forwarding resumes to hiring managers for their review/interview. • Evaluate sourcing channels in order to provide information to HR & Admin. Manager • Ensure all the Personnel Intake procedure alignment with Company policies and Procedures. • Update the actual costs related to recruitment.
<p>3. Training</p>	<input type="checkbox"/> Full x <input type="checkbox"/> Partial <input type="checkbox"/> Supporting <input type="checkbox"/> Remote	<ul style="list-style-type: none"> • Assist HR & Admin Manager in T&D by analysing training needs for all employees. • Contact with training providers to coordinate venues in order to conduct training programs. • Summarize training evaluation. • Update the actual costs related to training.
<p>4. Employee's Benefits</p>	<input type="checkbox"/> Full x <input type="checkbox"/> Partial <input type="checkbox"/> Supporting <input type="checkbox"/> Remote	<ul style="list-style-type: none"> • Conduct Health Check-up for all employees. • Administer Congratulatory & Condolence in line with company policy where necessary. • Administer Long Service Award.
<p>5. Personnel</p>	<input type="checkbox"/> Full x <input type="checkbox"/> Partial <input type="checkbox"/> Supporting	<ul style="list-style-type: none"> • Maintain and update attendance and annual leave data periodically. • Reporting the status of labor, contract to Manager. • Updating some laws and make the report to Manager. - Advising in policies or regulations if any.

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	<input type="checkbox"/> Remote	
6. Others	<input type="checkbox"/> Full <input checked="" type="checkbox"/> Partial x <input type="checkbox"/> Supporting <input type="checkbox"/> Remote	<ul style="list-style-type: none"> • Assist HR & Admin. Manager to improve the operation in HR Department more efficient and effective • Assist HR & Admin Manager on special projects as requested.

PROFILE – Describe the typical profile (education, diplomas, years of studies, necessary experience / domains of expertise) *required to hold this position*

Education	<input type="checkbox"/> University graduate or equivalent
Work Experience	<input type="checkbox"/> At least 1-year experience in the relevant position
Specific Knowledge	<input type="checkbox"/> Must have a working knowledge and be current with all relevant employment related laws; <input type="checkbox"/> Knowledge and experience in office administration, employment law, recruitment, employee relations, and safety <input type="checkbox"/> Must be accurate and efficient, high energy, comfortable performing multifaceted projects in conjunction with day-to-day activities. <input type="checkbox"/> Strong oral and written communication skills. <input type="checkbox"/> Recruitment methodologies - Sourcing, Selection, and Induction <input type="checkbox"/> H&S and Security. <input type="checkbox"/> Good communication skill and interpersonal skill. <input type="checkbox"/> Good command of English & computing skills.
Behavior	<input type="checkbox"/> Well-organized, highly detail-oriented and proactive. <input type="checkbox"/> Be positive and enthusiastic attitude and always looking out for opportunities and challenges, has the drive and passion to want to succeed. <input type="checkbox"/> Fully in line with ethical principles and with high integrity. <input type="checkbox"/> A team player. <input type="checkbox"/> Understand and delight customers.