

JOB TITLE/ Chức danh: CHIEF HUMAN RESOURCES OFFICER	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> <ul style="list-style-type: none"> Chairman & CEO 	Positions Reporting to this Position <i>Nhận báo cáo từ:</i>
Summary of Duties/ Tóm tắt nhiệm vụ <ul style="list-style-type: none"> Manage all activities of the Human Resources Department related to Organizational development and Human resource development; Manage the company's administrative tasks. 	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc <ol style="list-style-type: none"> Develop Human Resource Strategy and Organizational Development Management <ul style="list-style-type: none"> Research and advise the CEO & BOD on design and manage an organizational structure, ensure suitable the company's scale and business sectors; Plan a human resource development strategy that aligns with the company's business needs at different times; Create regulations, policies, and propose effective employee performance management models (KPI, OKR, etc.); Develop plans and implement the company's talent planning and development programs; Manage the appointment, reassignment, and selection of successor personnel; Develop competency frameworks and training programs suitable for each position in the company; Create activities to develop the company's culture, aligned with Filmore; Lead the development of employee behavior guidelines that align with the company's core values; Develop programs, activities, and initiatives to foster internal engage; Plan and implement periodic 360-degree feedback/Health checks to improve the working environment quality at Filmore. Human Resources Management <ol style="list-style-type: none"> Talent Acquisition <ul style="list-style-type: none"> Build a talent acquisition plan to ensure an appropriate quantity and quality of resources; Plan and implement a employer branding strategy to attract high-quality candidates; Perfect the recruitment process to enhance candidates' experience with the company; Develop and control recruitment budgets to ensure optimal cost utilization; Report on recruitment effectiveness, budget, and adjust as per business requirements... Manage the company's training and development plan <ul style="list-style-type: none"> Plan, develop the training & development (L&D) activities of the company; Build training roadmap for job positions (including program framework / training duration) Design program content, materials and training methods... Manage training activities <ul style="list-style-type: none"> Develop and manage the training budget; Build, maintain and develop Internal Trainer; Organize training programs, seminars, workshops; 	

- Manage training commitments; infrastructure, equipment, training support tools;
- Report, evaluate the results of training programs, assess post-training impact...

2.4. Develop a strategy for employee compensation, rewards, and benefits policies

- Develop comprehensive compensation and benefits policies aligned with the company's development direction;
- Plan and control budgets, efficiently manage salary, rewards & benefits funds;
- Conduct surveys, analyze and propose salary, bonus, and welfare schemes that are appropriate for the market;
- Ensure compliance with government regulations and labor laws regarding salary, bonuses, and benefits payments...

2.5. Human Resources Management and Labor Relations

- Develop, improve, implement, and oversee compliance with professional documents related to human resources management;
- Monitor the implementation of procedures related to labor relations: transfers, appointments...; sign, re-sign labor contracts; Disciplinary actions;..

2.6. Human Resource Information System (HRIS) Management and Operation

- Manage and update accurate and timely personnel information on the HRIS;
- Develop and manage budgets for the HRIS;
- Provide reports to support human resources management;
- Develop and apply information technology in human resources information management...

2.7. Human Resources Business Partner

- Advise and guide departments and employees on organizational development, training and development, and welfare policies;
- Coordinate with departments to implement corporate culture activities and enhance employee engagement;
- Control compliance of employees with company regulations and procedures related to personnel (labor regulations, time sheet, rewards, discipline, etc.);
- Collaborate with Department Heads to propose solutions related to resource development, ensuring effective quality of human resources;
- Provide necessary information to employees related HR policies;
- Handle incidents, complaints, disputes, and labor-related issues...

3. Administrative Management

- Manage and oversee administrative management tasks;
- Manage and organize office building management (security, fire safety, etc.);
- Manage company asset management;
- Build and maintain good relationships with government agencies...

4. Other Duties as Required by the BOD.

Essential Qualifications/ Trình độ chuyên môn

- Bachelor's degree or Master's degree in Human Resources, Business Administration, or a related field. CHRO certificate, IHRM (SHRM),... is a plus.
- 10 years of experience. 5 years in same position (HR Director), with a focus on transformation and change management within the real estate industry.

Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)

➤ Knowledge/ Kiến thức:

- In-depth knowledge of Organizational Development;
- Experience in business transformation (Restructuring, Change Culture, Process Improvement, etc.);
- Understanding of new trends in the HR field;
- Proficiency in labor laws, etc..

➤ Skills/ Kỹ năng:

- Proficient in MS Office;
- English proficiency for professional use;

- Leadership and communication skills;
- Negotiation skills;
- Strategic thinking and planning abilities;
- Ability to adapt to change;
- Understanding of the labor market in the real estate industry, etc.
- Responsibility; Integrity; Innovation.

Approval/ Phê duyệt

Accepted by/Chấp nhận

-

Date/Ngày: