

JOB TITLE/ Chức danh: HR TEAM LEADER	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> Head of HR	Positions Reporting to this Position <i>Nhận báo cáo từ:</i>
Summary of Duties/ Tóm tắt nhiệm vụ Act as a bridge between the Board of Directors, the Sales Division, and the HR Department to build a stable, engaged, and sustainably growing sales team. Proactively understand employee psychology, resolve labor relations issues, control turnover rates, and partner with Sales Managers in team development	
General Scope/ Phạm vi trách nhiệm Work with Sales Division Partner Employee Relations Talent Retention	
Job Descriptions/ Mô tả công việc HR Business Partner for Sales Division - Closely monitor the headcount status, engagement level, morale, and performance of the Sales team. - Work regularly with Sales Directors and Sales Managers to stay updated on headcount fluctuations. - Act as an HR Business Partner (HRBP), consulting on people solutions to support business goals. - Employee Sentiment & Engagement Monitoring - Proactively grasp employee psychology, work motivation, and overall job satisfaction. - Identify early signs of resignation, demotivation, internal conflicts, or performance drops. - Proactively reach out, listen, and propose solutions before risks materialize. - Build trusted relationships with staff to enhance engagement and employee experience Employee Relations & Conflict Resolution - Directly handle issues related to labor relations, grievances, conflicts, and labor discipline. - Coordinate with management levels to resolve HR situations in a timely manner, compliant with regulations, and practical for real-world scenarios. - Advise the Board of Directors and Sales Managers on HR solutions tailored for high-pressure sales environments. - Ensure strict compliance with internal labor regulations, company policies, and employment contracts in accordance with labor law. - Turnover Rate Control & Talent Retention - Track and analyze turnover rates by sales department, management tier, and operational period. - Conduct Exit Interviews and Stay Interviews; analyze root causes of turnover. - Propose retention strategies, elevate employee experience, and boost engagement rates. - Collaborate with Sales Managers to design plans for team stabilization and workforce development. HR Records Management - Manage and audit all employee profile records, employment contracts, HR decisions, and legal documentation. - Oversee the execution of Onboarding, Offboarding, transfer, appointment, and demotion/dismissal processes. - Control and maintain HR data integrity on the HRM system. - Participate in building, reviewing, and improving HR processes, regulations, and templates. HR Reporting & Analytics - Prepare periodic reports regarding: ✓ Headcount fluctuations ✓ Turnover rates ✓ Employee retention rates	

✓ Team engagement levels ✓ Potential HR risks • Analyze HR metrics and propose strategic solutions to improve HR management efficiency. • Advise the Board of Directors on policies aimed at stabilizing and expanding the sales force.	
Essential Qualifications/ Trình độ chuyên môn • Bachelor's degree in Human Resource Management, Law, Business Administration, or related fields. • 3 to 5 years of HR experience; preference given to candidates with prior experience as HRBP, Employee Relations Specialist, or HR Team Leader.	Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu) ➤ Knowledge: • Prior experience in Real Estate, Finance, Insurance, or industries with large sales force scales is preferred. • Solid understanding of the Labor Code, Social Insurance Law, and relevant legal regulations. • Proven experience in developing HR processes, handling employee relations, and advisory to management. • Business-oriented mindset; clear understanding of sales operations and sales rep psychology. • Strong observation skills, psychological insight, and the ability to build rapport across multi-level personnel. • Excellent conflict resolution, negotiation, and problem-solving skills. • Resilient, decisive, high pressure tolerance, and comfortable working in a fast-changing environment. • Strong communication, influencing skills, and team-connecting abilities. • Professional appearance, confident, and well-groomed demeanor. ➤ Digital & AI Competency Requirements (Mandatory) • Proficient in Microsoft Office, particularly Excel and PowerPoint. • Proficient in utilizing AI tools such as ChatGPT, Gemini, or equivalent AI platforms for daily work. • Ability to leverage AI for: ✓ Drafting HR documents, procedures, and policies. ✓ Analyzing HR data and preparing reports. ✓ Designing templates, training materials, and internal communication contents. ✓ Optimizing work performance and automating operational HR tasks. • Digital transformation mindset and readiness to apply new technology into HR management.

Approval/ Phê duyệt

Accepted by/Chấp nhận

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Date/Ngày:

BENEFIT/ Lương, thưởng, đãi ngộ: Competitive and negotiable salary based on interview performance and relevant experience.	WORK PLACE/ Địa điểm làm việc: • Thành phố Hồ Chí Minh • Working Hours: Monday – Saturday (Full-time)
Level • Level:	Industry/ Ngành nghề: • Real estate developer
Team size •	Language/ Ngôn ngữ: • English
Ghi chú cho người giới thiệu (quan trọng)	