

Talent Manager / HR manager

Salary: \$1500 - 2000

JOB DESCRIPTION

Build a great place to work. Nurture, monitor and enforce a company culture based on 6 fundamental values: responsibility, depth, communication, curiosity, open and happiness.

- In charge of recruiting new members (in collaboration with team leads and technical leads). Network and connect with relevant IT community and potential candidates.
- Maintain attractive, consistent and up to date NVG brand and profiles (website, job sites, social networks)
- Conduct employee appraisal and review, e.g., 360 review activities.
- Develop, communicate and execute people-focus HR policies.
- Effectively and regularly listen to employee needs and feedbacks to identify problems and opportunities to improve workspace.
- Ensure a happy and engaging work atmosphere and the bonding between team members.
- Organize materials and regular training workshops and knowledge exchange sessions to improve employee skills, knowledge and maintain a learning culture.
- Work directly with international colleagues regarding recruitment, staff planning and issue resolution.

YOUR SKILLS & EXPERIENCE

- Passionate with HR and working with people.
- **Excellent skills in English communication** (both written and spoken) – TOEIC 650+ or equivalent.
- Strong experience with recruiting software engineers and IT professionals and HR management
- Have a good network work with software engineers (especially Java and .net and mobile technology)
- Work in an international environment and in direct with with international colleagues

WHY YOU'LL LOVE WORKING HERE

- Empowered to develop a great work place and working culture. The right hand of CEO.
- **Opportunity to travel to Switzerland**
- **Private health insurance** coverage for your peace of mind
- **Flexible working time**
- **Cool, modern spacious office**
- Regular **team vacation trips** in Vietnam and **abroad**
- Lot of **release celebrations, food and snacks**
- Work in an open, friendly, positive, transparent and agile environment.
- 13th-month bonus

