



Office of Human Resources Management - Room O2.709A
Address: Quarter 6, Linh Trung Ward, Thu Duc City, Ho Chi Minh City
Phone: (028) 3724 4270 - (ext: 3226)

Job Title 1: HR Staff

Office of Human Resources Management is seeking qualified candidates to take the following responsibilities:

- Drafting documents and regulations for internal use
- Recruitment.
- Insurance work.
- Managing HR records
- Other tasks assigned by Head of HRMO

Qualifications: Full-time bachelor degree in Commercial Law, Human Resources Management, or related fields

Skills

- English: at least IELTS 6.5 or equivalent
- Computer: Certificate B or higher
- Good skills in communication, networking, as well as detail-oriented

Experience: minimum one-year working in similar positions

Others: sociable and calm personality

(* Note: Please follow 2 steps as below

1. Fill in application form via <https://forms.gle/Ziz6ejd3sVBx2aFs7>
2. Email HR team at recruitment@hcmiu.edu.vn with subject "HR staff - your name", and attach your CV/resumé (for more details) as well as all files related to degrees, transcripts, certificates, etc. mentioned in google form above