HO CHI MINH CITY SECURITIES CORPORATION

HEAD OFFICE
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RECRUITMENT NOTICE

Company Overview

Ho Chi Minh City Securities Corporation is a leading investment and financial services provider in Vietnam, servicing a comprehensive client base in one of Southeast Asia's fastest-growing economies and capital markets. Our clients comprise corporations, institutional investors, investment funds, government-owned companies, and individuals across different sectors, market segments and geographical locations. Our clients can consistently rely on our strengths in providing a vast array of integrated services which meet their financial and investment needs.

To serve the company's growth, we are looking for outstanding candidates for the following positions at the Ho Chi Minh City Headquarters.

Position:	**HR Senior Officer**
Job description	▪ Assist HR manager in overall HR functions; ▪ Manage recruitment at supervisor levels, consult labor compliance to all levels; ▪ Develop and implement HR policies, systems and procedures to obtain the best possible HR practices in the company; ▪ Handle all HR administrations which comply with labor law and company rules requirements; ▪ Other details will be discussed in the interview.
Key capabilities	▪ Fluency in written and spoken English required; ▪ Strong customer service and organizational skills; ▪ Strong interpersonal, consultative and negotiation skills, be able to communicate effectively at all levels; ▪ Have appropriate leadership behavior; ▪ Being confident in working independently and under high pressure; ▪ Demonstrated understanding of HR technical areas, such as compensation and benefits, employment, job evaluation, performance management, training and development; ▪ Good at computer and Ms. Office (Word, Excel, Power Point, …).
Educational Qualification	▪ Bachelor degree or above; ▪ Minimum 3 years of experience in HR management in a corporate multi-cultural environment; ▪ Working experience in financial services industry is preferred.
Working Place	▪ Head Office – Ho Chi Minh City

Compensations:

- Competitive salary, good working environment and benefit packages.

Mail application materials to:

Human Resources Department
Ho Chi Minh City Securities Corporation
Level 1 , 2 & 3 Capital Place Building
6 Thai Van Lung St., District 1, HCM City
Email: recruitment@hsc.com.vn

Administration Department
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