



# RECRUITMENT INFORMATION

**LUNE PRODUCTION** is looking for candidates with proactive working attitude, an open mind, passion to work in art & culture industry and fluent English skills for following position:

<b>Position</b>	: <b>HUMAN CAPITAL EXECUTIVE</b>
<b>Report</b>	: CHIEF OPERATING OFFICER
<b>Working location</b>	: Company Office – 151 Dong Khoi St., Dist.1

## **I/ RESPONSIBILITIES:**

### **Compensation, Benefits and Employee relation:**

- Process Compensation & Benefit (employee data/ contract/ salary/ compulsory insurance/ bonus...);
- Ensures accurate and timely management of payroll, timesheet, benefits and related tax services;
- Labor & compulsory insurance registration, monthly, quarterly, yearly reports accordingly;
- Develop and implement HR policies, internal regulations;
- Solve problems about labor relation and disciplines.

### **Other:**

- Build-up and maintain internal HC system;
- Presenting a positive, professional image of the company with all internal and external;
- Any other duties of a similar level and nature as may be required by the business.

## **II/ REQUIREMENTS:**

- Graduated at College/ University in related majors: BA, Commerce, Human Resources, ...
- At least 01-02 year of experience in the same position;
- Communication and negotiation and convincing skills;
- Planning and organizing skills;
- Ability to work effectively within a team;
- Accuracy and attention to detail;
- Having friendly and professional attitude.

Please kindly send your CV via [humancapital@squaregroup.com.vn](mailto:humancapital@squaregroup.com.vn)

**HUMAN CAPITAL DEPARTMENT**