

**Job Title : Manager, HR Operations**

**RESPONSIBILITIES:**

- ◆ Manage, check and administers payroll calculation and other compensation and benefits.
- ◆ Assist CHRO in managing staff performance and developing the compensations strategy, proposal for approval on staff bonus, staff promotion and salary increment.
- ◆ Assist CHRO in developing Headcount plan and budget for all departments and branches of the Bank.
- ◆ Assist CHRO in reviewing staff performance appraisal, promotion, and implementation of rewards and recognition program as well as handling the problems related to performance, behaviors, and work closely with related departments in handling investigation and meting out corrective actions or sanctions;
- ◆ Properly maintain and update personnel records (data entry) in HRIS system, Employee master list & Intranet
- ◆ Responds to employee inquiries regarding HR-related issues. Takes the opportunity to increase the level of employees' understanding and provide coaching where appropriate

***EMPLOYEE ON-BOARDING AND OFF-BOARDING***

- ◆ Manages all administrative HR aspects of the hiring process including new hire user-creation set up, onboarding sessions, probation process, and preparing the employees' profiles to ensure all required compliance documents are fully completed
- ◆ Manages all administrative HR aspects of the personnel termination/off-boarding process including advising managers, preparing necessary paperwork, and employee clearance procedure
- ◆ Conducts exit interviews with a focus on identifying main reasons for leaving, and provides feedback and recommendations to management through analyzing turnover data and developing action plans to address patterns and trends.

***HR COMPLIANCE & COMPENSATION/BENEFITS***

- ◆ Maintains and updates all personnel policies and procedures, and ensuring HR compliance process with MoLV in accordance with labor law and regulatory requirement
- ◆ Raises awareness of new/updated regulatory requirements and compliance policies, to avoid potential issues as the result of non-compliance practices
- ◆ Purpose and Assists in reviewing HR policy, staff benefits policy regarding its appropriateness and applicability to ensure that the benefits schemes are at par with the banking industry's benefits scheme and internal equity
- ◆ Manages work permit, work visa and immigration paperwork for expatriate employee, when necessary



- ◆ Provides compliance oversight of all employment policies and health and welfare benefits
- ◆ Administers staff attendance, absence and leave management including Emergency Leave, Maternity Leave, Unpaid Leave, etc.
- ◆ Administers bi-monthly report of staff movement for payroll
- ◆ Conducts semi-annual survey with other banks in salary, benefits and HR related survey
- ◆ Performs other related duties as required and assigned

#### **QUALIFICATIONS REQUIREMENTS:**

- ◆ Bachelor Degree in Human Resources Management, Business Mgmt, or any other related field
- ◆ Minimum 3 years' experience in a Human Resources and/or compliance-related role
- ◆ Proficient in Microsoft Office, especially advanced excel skill
- ◆ Ability to handle sensitive and confidential matters with high level of integrity
- ◆ Problem Solving Skills
- ◆ Supervisory Skills

Contact Info:

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