

JOB DESCRIPTION

SENIOR ASSOCIATE IN HUMAN RESOURCES

ABOUT ENCITY

Headquartered in Singapore with offices in Viet Nam (Ha Noi and Ho Chi Minh City) and Indonesia (Bandung), enCity is an international consulting firm that creates sustainable, authentic places that are rooted in the identity of each community. We do this through a variety of solutions - planning, design, architecture, policy, branding, technology, and more. Established by a diverse team of international experts, enCity goes beyond blueprints and conventional thinking to search for innovative solutions that address local challenges. Our four key disciplinary areas are Competitive Regions, Iconic Places, Resilient Infrastructure, and Smart Cities.

Envisioned to be an ideal workplace for international talents who are passionate about creating sustainable and prosperous communities, the enCity team is built on interdependence, mutual trust, respect, and open communication amongst team members. If you share the same values and aspirations as us, do reach out for potential opportunities.

AVAILABLE WORK LOCATION(S)

- **Ho Chi Minh City office:** Unit 901C, Diamond Plaza, 34 Le Duan Street, District 1.
- **Working time:** Monday - Friday, 8h30 - 18h00.

ROLES AND RESPONSIBILITIES

In this role, you will be:

- Partners with the HR team and Office Administrators, as well as the leadership team, to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning. Work together with the team to develop processes and policies for HR.
- Handles aspects related to compensation and benefits, including monthly payroll; Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.

- Provides support and guidance to employees when complex, specialized, and sensitive questions and issues arise;
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants and collaborates with departmental managers to understand skills and competencies required for openings.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Maintains compliance with local employment laws and regulations and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Coordinate performance appraisal cycle and ensure execution is within the stipulated timeline; coordinate general engagement and feedback activities to understand employee sentiments.
- Organises frequent staff welfare initiatives, team bonding activities, and other ways to bring team members together. Propose calendar and budget for these events.
- Organises and handles employee documents and personal information.
- Other duties as assigned.

REQUIREMENTS

We'd love to hear from you if...

- At least 4-6 years of relevant experience; experience in fast-moving startups/consulting industry a bonus.
- Possess incredible proactiveness and is willing to experiment and not afraid to try out new things.
- Excited about developing and perfecting policies and processes.
- Bachelor's Degree in Human Resource Management or any related discipline.
- Good working knowledge of local employment legislation and HR best practices.

- Strong time-management and problem-solving skills; outstanding organisational and coordination skills.
- Resourcefulness and quick to adapt to situations.
- Strong interpersonal skills and the ability to build relationships.
- Proficient in MS Word, Excel, PowerPoint as well as Google Docs, Sheets and Slides.
- Tech savvy; ability to learn new software and other relevant programs.

BENEFITS

You can expect...

- International, joyful and collaborative working environment.
- A transparent and encouraging promotion system.
- Performance Review (2 times per year).
- Social and Health insurances follow Vietnamese Law.
- Additional Health insurance provided (Bao Viet HealthCare).
- Annual Bonus, phone allowances, travel allowances, time-in-lieu.
- 2-hour non-work every Friday afternoon.
- Time and budget allocation for individual (350 SGD/person/year) and team learning.
- Exposure to the latest industry trends through guest speakers, company trainings, workshops, and access to extensive and valuable learning materials.
- Opportunities for professional exposure and branding such as authoring newspaper features, speaking at large conferences, and engaging directly with big clients.
- Generous benefits and flexibility given for personal needs such as training leave, paternity leave, special leave, adaptable working hours, opportunities for overseas posting, exchanges, and more.

CONTACT US

To submit an application (Cover letter & CV), please email at contact@encity.co with email subject: **[Job Application] Position - Full name.**