

# HR Administration – Faraday Can Tho Office

- Working location: Faraday Can Tho Office
- Expected Onboard date: March, 2025

## Introduction to the Opportunity

Faraday, a leading global IC design company, is excited to announce the opportunity for an **HR Admin** to join our newly established Can Tho office. As we expand our presence in Vietnam, we aim to foster a dynamic and collaborative workplace that supports innovation and growth. This is your chance to be a part of a high-performing team, contributing to the development of a world-class IC design workforce. Join us and play a pivotal role in building a vibrant, people-first culture in our Can Tho office.

## Job Description

As an **HR Admin**, you will be responsible for providing administrative support to ensure the smooth operation of HR activities and office functions at the Can Tho location. Your key responsibilities include:

- **HR Operations:**
  - Support onboarding processes, including preparing employee documentation, coordinating orientation schedules, and ensuring new hires feel welcomed.
  - Maintain employee records and databases, ensuring accuracy and compliance with company policies.
  - Assist with payroll preparation and leave management and other HR programs.
- **Administrative Support:**
  - Manage daily office operations, including reception duties, office supplies, facility maintenance, and vendor coordination.
  - Organize and manage internal meetings, events, and training sessions.
  - Prepare reports, presentations, and correspondence as needed.
- **Employee Engagement:**
  - Assist with employee engagement activities to promote a positive workplace culture.
  - Support internal communication and ensure employees are updated with relevant information.
- **Compliance:**
  - Ensure adherence to labor laws, company policies, and safety regulations.
  - Handle administrative processes related to government regulations and employee benefits.

## Qualifications

To thrive in this role, you should have the following:

- **Education & Experience:**
  - Bachelor's degree in Human Resources, Business Administration, or a related field.
  - At least 1-2 years of experience in HR and administrative roles is preferred.
- **Skills & Attributes:**
  - Strong organizational and multitasking abilities.
  - Excellent communication and interpersonal skills.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
  - Attention to detail and a proactive approach to problem-solving.
  - Ability to work independently and collaboratively in a dynamic environment.
- **Language:**
  - Proficiency in English and Vietnamese, both written and spoken.

## Location

### Faraday Can Tho Office

Be part of the team that establishes our Can Tho presence, contributing to the growth and success of Faraday in Vietnam.

- Application to: [ngan\\_nguyen@faraday-tech.com](mailto:ngan_nguyen@faraday-tech.com)
- Or apply to: <https://www.linkedin.com/jobs/view/4131697414/?capColorOverride=true>



# FARADAY CAN THO CALLING!

*Unlock Your Potential, Be part of a world-class IC design company at Faraday!*

**WE ARE HIRING:**



## **HR Administration - Can Tho City**

**Your Role as HR Admin:**

- ◆ Support HR operations, from onboarding to employee engagement.
- ◆ Manage office administration and ensure smooth daily operations.
- ◆ Assist with internal meetings, training sessions, and events.
- ◆ Ensure compliance with labor laws and company policies.

**What We're Looking For:**

- ◆ A Bachelor's degree in HR, Business Administration, or related fields.
- ◆ 1-2 years of HR/administrative experience (preferred).
- ◆ Strong organizational and communication skills.
- ◆ Proficiency in English and Vietnamese.
- ◆ A proactive, detail-oriented, and collaborative mindset.





**Can Tho, Vietnam**

SCAN ME



**APPLY NOW!**

 FaradayTechVN

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