

Human Resources Director

This role will be responsible to lead the HR team, and handling all aspects of HR functions, including but not limited to HR planning & budgeting, employee/ industrial relations, talent acquisition, performance management, learning & development, talent management, payroll, office administration, and CSR tasks.

YOUR RESPONSIBILITIES:

Human resource management:

- Be the guardian of the Company's core values and principles.
- Advise the CEOs on human resource strategy, human resource structure, and human resource development policy in the medium and long term to ensure the implementation of the Company's development strategy.
- Propose, build, and deploy systems to ensure the good performance of management functions, effective assessment of human resources, and create a professional and effective working environment.
- Planning the Company's human resource strategy on the basis of the Company's business development trends, core values to be built, and development orientation.
- Oversee and manage the HR department, including recruitment, performance management, employee relations, and compliance
- Develop and implement policies and procedures related to HR functions.
- Ensure compliance with all applicable laws and regulations related to HR.
- Provide guidance and support to HODs/ manager level and employees on HR issues and best practices.
- Manage employee benefits and compensation programs.
- Manage HR budgets and expenses.
- Collaborate with other departments to ensure smooth and efficient HR operations.
- Continuously evaluate and improve HR programs and processes.
- Be in charge of work permit/ TRC for expat staff.
- Build and maintain positive relationships with employees, managers, and other stakeholders.

CSR tasks

- Develop and implement CSR strategies and initiatives aligned with the company's mission and values (Following the IFC standards)
- Manage and oversee the CSR activities, including developing and managing community partnerships and initiatives, managing environmental sustainability programs, and managing employee volunteer programs.
- Develop and implement policies and procedures related to CSR functions.
- Ensure compliance with all applicable laws and regulations related to CSR.
- Provide guidance and support to managers and employees on CSR issues and best practices.
- Manage CSR budgets and expenses.
- Collaborate with other departments to ensure smooth and efficient CSR operations.
- Continuously evaluate and improve CSR programs and processes.
- Build and maintain positive relationships with stakeholders, including community partners, employees, and other stakeholders.
- Other duty assignments from the CEOs.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, CSR, or related field.
- At least 10 years of experience in HR management and CSR, with at least 5 years of experience as HR Director in the international manufacturing environment is a requirement.
- Strong knowledge of HR laws and regulations.
- Strong knowledge of IFC standards on E&S systems.
- Excellent communication, interpersonal, and leadership skills.
- Strong problem-solving and decision-making skills.
- Proven ability to develop and implement effective HR and CSR strategies and initiatives.
- Ability to manage and lead a team.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills in English and Vietnamese.



ABOUT ENTOBEL:

Entobel is a Singaporean-based biotech company that aims to close the global food system's loop by upcycling low-value biomass into functional ingredients thanks to insects. From our existing site located in Dong Nai province, the first one of its kind certified ISO 22000 since 2020, we have been the largest insect exporter from Asia for pet food applications to the US and other countries.

The focus of Entobel remains a strong and aggressive penetration on the aqua market in Asia, especially Vietnam, and particularly for all stages of shrimps and some fish species including seabass while developing and leveraging premium applications globally (petfood, aqua in the US, EU, Japan, etc.)

The product has been tested with all the major feed mill players with very good feedback on overall performance as well as on potential functionalities such as palatability (higher feed intake) and health (challenge tests showing higher survivals for insect meal-based feeds). Driven by increasing demand, Entobel is scaling up its activities with the construction of a new site allowing it to produce 10.000MT of high-quality insect protein per year by the end of 2023.

Visit our website for more information: www.entobel.com. Send us your resume at nguyen.cao@entobel.com.