

## **POSITION: HR SUPERVISOR**

### **JOB DESCRIPTION**

1. Reports to the Head of Human Resources Management.
2. Works with the Head of HR to formulate, implement, and administer the Bank's Organization Design and Change Management activities.
3. Works with the Head of HR to formulate, implement, and administer HR Policies,
4. Works with the Head of HR to formulate, implement, and administer the company's Manpower Acquisition strategies.
5. Works with the Head of HR to design, organize, facilitate, drive, and report on the Banks' HR Performance Management programmes.
6. Works with the Head of HR to design, organize, conduct, evaluate, and report on Training and Development activities,
7. Works with the Head of HR to formulate, implement, and administer the Bank's Strategic Compensation Strategies.
8. Works with the Head of HR to formulate, implement, and administer the Bank's Employee Relations Initiatives, policies and programmes.

### **JOB HOLDER SPECIFICATIONS**

1. Speaks, read, and writes English.
2. At least Bachelor's Degree. Majoring in Human Resources or (Bank) Administration would be an advantage.
3. At least five years working experience.
4. At least three years' experience working in Human Resources Management.
5. At least one year in a supervisory position.
6. Good communicator, self-driven, able to switch between goal directed and relationship oriented as appropriate.
7. Anxious to learn, willing to travel and wants to contribute to the Bank's performance.

**To apply or find out more, kindly email complete resume to: [chanlaihu@phongsavanhbank.com](mailto:chanlaihu@phongsavanhbank.com)**