

Job Opportunity: Deputy Manager (HR & Finance) – Ho Chi Minh City (Vietnam)

Venair (www.venair.com) is a leading engineering and manufacturing company specializing in silicone hoses and flexible silicone components for high-demand sectors, including pharmaceuticals, biotechnology, fuel cells, and aerospace. We deliver innovative, customized solutions to meet the specific needs of our clients.

Founded in 1986, Venair has grown to encompass 28 sales branches across Europe, Africa, Asia, and the Americas, along with 3 manufacturing centers, employing over 300 professionals worldwide.

Due to our continued global expansion, we are seeking a **Deputy Manager in Ho Chi Minh City (Vietnam)**

The main objective will be to manage the effective implementation of the work for the Human Resources – Accounting – Finance Department, ensuring that the departments operate under the direction of the goals and strategies of the General Director and the Venair Group.

Key Responsibilities:

Duties related to the HR Department:

- Review the number of employees according to the situation of the production department and make a recruitment plan.
- Plan and control expenses related to salaries, bonuses, and employee benefits by current regulations and laws.
- Guide and direct the HR Department and related departments on implementing welfare, OSH, and fire prevention requirements at the workplace.
- Resolve issues between employers and employees when necessary.
- Promulgate and edit relevant contents of labor regulations and documents related to reporting on labor situations working with the HEPZA and related administrative agencies.
- Other tasks as requested by the General Director and the Group.

Duties related to Accounting-Finance Department:

- Monitor the monthly financial statement report and other reports the Accounting Department makes.

- Check and review accounting documents related to the Company's revenue and expenditure activities to ensure compliance with current regulations.
- Effectively control cash flow and company's expenses.
- Report and provide information as requested by the General Director/Group's Accounting and Finance department.
- Directly resolve and work with external organizations: Banks, Ho Chi Minh City Department of Taxation, and related administrative divisions.
- Other tasks as requested by the General Director and the Group.

Job requirements:

- Graduating from University or higher majoring in Business Administration, Economics, Foreign Trade, HR or Technical will be considered and trained.
- Foreign languages: English (proficient in all 4 skills) and Spanish will be an advantage.
- Good at Microsoft Office.
- 3 years of experience in management position.

Benefits:

- Competitive income, negotiable according to ability.
- Welfare regimes such as social insurance, health insurance, and unemployment insurance according to the provisions of the Labor Law.
- Annual travel and team building.
- Use all of the Company's vehicles/equipment for work purposes.

If you are a motivated manager professional looking to be part of a dynamic, expanding company, we would love to hear from you!

CONTACT

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