

ABOUT US (www.sgtech.co.kr)

Rare earth permanent (NdFeB) magnets are a key strategic resource used in everything from home appliances, mobile phones, electric vehicle motors to military equipment, and China accounts for more than 90% of the world's supply.

Star Group Industries Co. Ltd. (SGI) is a Korean Permanent (NdFeB) Magnet manufacturer based in Daegu, Korea. We have been in operation for over 28 years and recently decided to expand our operation in **Chan May Lang Co Economic Zone, Thua Thien Hue Province**. The Vietnam magnet factory (5,000tpa sintering capacity) is expected to commence operation in early 2024, however, we are seeking to hire 20-30 manufacturing employees, send them to Daegu, Korea for 12-15 month training from Sept/Oct-22. These trained employees will return to Vietnam and expect to operate and manage SGI Vietnam Permanent Magnet Facility.

As such we are seeking an immediate position in **Human Resource Manager** to work with President-SGI Vietnam side-by-side to 1) hire 20-30 employees for Korea training, 2) gradual hiring of factory/office employees up to 400 by Q3-23.

Job Title: HR Manager

Experience: 5-7 years

Location: Chan May Lang Co Economic Zone, TT Hue. (Daily Company bus transportation from Danang/Hue City)

Term: Full-time

Salary: Negotiable

Selection Process: 1) Resume, 2) Interview, 3) 5-min Presentation & 15-min Problem Solving Test (English)

Send your resume to Jeff Bang, stbang@sgtech.co.kr

JOB DESCRIPTION

Human resource manager is responsible for ensuring that the overall administration, coordination, and evaluation of human resources plans and programs are realized. Therefore, the essential job responsibilities include:

- Developing and administering human resources plans and procedures that relate to company personnel
- Planning, organizing, and controlling the activities and actions of the HR department
- Contributing to the development of HR department goals, objectives, and systems

These responsibilities involve achieving the following tasks:

- Implementing and revising company's compensation program
- Creating and revising job descriptions
- Conducting annual salary surveys
- Developing, analyzing, and updating the company's salary budget
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Performing benefits administration
- Maintaining affirmative action programs
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures

JOB REQUIREMENTS:

- University Degree in Human Resource Management / Business Administration with a concentration in one of the following:
 - Human resources
 - Organizational behavior
 - Management and leadership
 - Industrial relations
- Excellent people skills
- 5-7 years in HR Dept.
- + English and/or Korean is plus
- Good understanding English written in work-related documents.
- + PC skill: Word, Excel, Power point and good presentation skills