	BẢN MÔ TẢ CÔNG VIỆC	**Mẫu số: 01/MTCV/MKT**
	VỊ TRÍ –TP. HÀNH CHÍNH NHÂN SỰ	**Ban hành lần thứ: 01** **Ngày ban hành**

Thuộc Phòng ban/Đơn vị/Bộ phận/Chi nhánh	**Hành chính – Kế toán**
Người quản lý trực tiếp	**Phó Giám đốc điều hành**

NỘI DUNG	
Chi tiết công việc	Overview The HR Manager oversees all people-related functions across a network of restaurants, ensuring each location is staffed, compliant, and operating with a consistent, positive employee experience. This role balances strategic workforce planning with hands-on support for restaurant managers and staff. Key Responsibilities Talent Acquisition & Workforce Planning ● Develop and execute recruitment strategies for front-of-house, back-of-house, and management roles across all restaurant locations. ● Build a reliable hiring pipeline through partnerships with culinary schools, job boards, and local communities. ● Forecast staffing needs based on seasonality, turnover trends, and new store openings. ● Standardize interview, selection, and onboarding processes. Training & Development ● Create and maintain training programs for new hires, supervisors, and restaurant managers. ● Implement ongoing development initiatives (service standards, leadership skills, food safety, compliance). ● Monitor training completion and effectiveness across locations. Employee Relations & Culture ● Serve as the primary point of contact for employee concerns, conflict resolution, and disciplinary actions. ● Promote a positive, inclusive, and service-oriented workplace culture. ● Conduct regular site visits to understand team dynamics and support managers. - HR Operations & Compliance ● Ensure compliance with labor laws, health and safety regulations, and company policies across all restaurants. ● Maintain accurate employee records, contracts, and HR documentation. ● Oversee payroll accuracy, attendance systems, and scheduling compliance. ● Lead investigations related to misconduct, harassment, or policy violations. -

	Performance Management ● Implement performance review processes for hourly staff and managers. ● Support restaurant leaders in setting goals, giving feedback, and managing underperformance. ● Identify high-potential employees and support succession planning. - Compensation & Benefits ● Monitor market pay trends and recommend adjustments to remain competitive. ● Manage employee benefits programs and support staff with enrollment or claims issues. ● Develop incentive programs to improve retention and performance. - HR Strategy & Reporting ● Analyze HR metrics (turnover, hiring speed, labor cost, engagement) and present insights to leadership. ● Recommend improvements to HR processes, policies, and organizational structure. ● Support expansion plans, including new restaurant openings and organizational scaling. Success Profile ● A successful HR Manager in a multi-restaurant company is: ● People-focused — builds trust with staff at all levels. ● Operationally minded — understands the fast pace and demands of restaurant environments. ● Data-driven — uses metrics to guide decisions. ● Adaptable — handles shifting priorities across multiple locations. ● Proactive — anticipates staffing and compliance issues before they escalate.
Chế độ	YOUR PERKS AT CHOPS: - Income: 15,000,000 – 20,000,000 VNĐ/month (Negotiable based on capability). - Bonuses: 13th-month salary and full Social/Health Insurance benefits upon official contract. - Benefits: Free office lunch and free parking. - Environment: Dynamic, professional, with clear career advancement opportunities.
Yêu cầu	Qualifications ● Bachelor's degree in Human Resources, Business Administration, or related field. ● 5+ years of HR experience, preferably in hospitality, F&B, or multi-location operations. ● Strong knowledge of labor laws and HR best practices. ● Excellent communication, conflict resolution, and leadership skills. ● Ability to travel regularly between restaurant locations. ● Experience with HRIS, scheduling systems, and payroll platforms.
Thời gian	9 - 18.00 Monday - Friday 2 months probation
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