

## OFFICER – TOTAL REWARDS

### A. Company Introduction:

B. Braun Vietnam, a subsidiary of B. Braun Melsungen AG Group - one of the world's leading providers and manufacturers of medical devices and pharmaceutical products and services - now operates one of the largest medical complex in Vietnam and has become a prestigious trademark in Vietnam healthcare market. With more than 1,400 employees nationwide, we develop high quality “made in Vietnam” products, especially our infusion solutions, dialysis solutions and plastic medical instruments have widely been used and appreciated in international and domestic markets. Every service provided by B. Braun Vietnam incorporates the entirety of our knowledge and skills, the company's deep understanding of users' needs and extensive expertise. Our mission is to PROTECT and IMPROVE the health of people around the world. Let's become a part of the B. Braun family and share your expertise.

[www.bbraun.com.vn](http://www.bbraun.com.vn)

### B. Job function:

1. Take responsibility for compensation and benefit administration processes, including but not limited to insurance, payroll validation, company welfare... to ensure the rights inputs and updates for benefit and payroll processing on the system
2. Consult employees regarding benefits, pay and modifications associated to ensure not only compliance but also understanding and engagement from the employee side.
3. Partner with other HR teams to ensure HR operation services and processes are well coordinated.
4. Build and maintain effective working relations with managers and employees to advise both on employment-related matters.
5. Proactively oversee best practices in the market in HRIS and Rewards field and build good external stakeholder relationship to update, share expertise and

implement HR process improvements. Keep self and team updated of changes and news in the areas from multiple perspective such as: employee relationship, market news or best practices.

6. Manage employee life cycle process effectively by using appropriate tools and methods, maximizing SAP system advantages and using analytics tools to improve processes and automate transactions.
7. Make analytics when required to help generate insights from HR data as an input to build relevant policies and procedures, assisting in the design and implementation of new policies as required.
8. Act as an internal facilitator or trainer in the related C&B field to the team, employees and functional managers.

### **C. Job requirements:**

- University degree.
- Minimum 01 year in compensation and benefits administration in multi-national companies.
- Good knowledge of HR practices and applicable legal knowledge.
- Ability to build effective business relationships.
- Demonstrated experience of balancing multiple tasks and priorities.
- Strong analytical skill and eyes for process improvement.

### **D. Strive for more...**

Motivated and competent employees are our most important assets. We are committed to invest in our people, through continuous career development, on-the-job training and professional qualifications. The opportunities are endless at B. Braun, as we are in a continuous growth phase. You can really drive your own career here and are trusted to do a fantastic job.

Whatever role you are in, you are in some way, shape or form contributing to protecting and improving the health of people around the world. Our team love that they genuinely make a difference!"

## E. How to apply

Please send your updated CV to: [recruitment.vn@bbraun.com](mailto:recruitment.vn@bbraun.com)

## F. For more information, please visit:

 [www.bbraun.com.vn](http://www.bbraun.com.vn)

 [www.facebook.com/bbraunvn](https://www.facebook.com/bbraunvn)

 [www.linkedin.com/in/bbraunvncareer/](https://www.linkedin.com/in/bbraunvncareer/)

Or contact our Hotline: +84 24 3357 1616 (Ext. 1129)

*“Candidates are always welcome at B.Braun Vietnam. We are an equal opportunity employer and commit to ensure fairness and transparency during selection process as well as in your development later on with us”.*