

## OFFICER – TOTAL REWARDS

### A. Company Introduction:

B. Braun Vietnam, a subsidiary of B. Braun Melsungen AG Group - one of the world's leading 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:

- Responsible for supporting compensation and benefit administration processes (insurance, payroll ...) including employee consultation regarding benefits and pay and modifications associated with these transactions.
- Partner with other HR team members to ensure HR Operational Services delivered in a timely, effective, and proper way.
- Build and maintain effective working relations with managers and employees to advise both on employee-related and transaction-related matters.
- Manage administrative process of employee lifecycle using appropriate tools and methods.
- Apply HR and payroll policies and procedures, assisting in the implementation of new policies as required.
- Keep updates on legal changes, initiate changes where necessary.

### C. Job requirements:

- University degree or higher in Accounting, Human Resources or related field
- Minimum 2 years related experience 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 interpersonal and conflict resolution skills

### 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”.*