



CÔNG TY CỔ PHẦN MARUICHI SUN STEEL
MARUICHI SUN STEEL JOINT STOCK COMPANY

Company information	
Address	Di An – Binh Duong
Capacity	500 employees
Business areas	Japanese company specializing in the production of steel products, corrugated iron
Introduce	<p>Maruichi Sun Steel Joint Stock Company (SUNSCO) was established in 1996 and is the first steel company with 100% foreign investment in Vietnam.</p> <p>Our company produces and trades items such as: 55% aluminum zinc alloy coated cold sheet, Color coated steel sheet, Galvanized steel sheet, Steel pipe. Our company's products are mainly used for construction and civil works, structures, household tools, bicycle and motorcycle parts and other industries. In particular, we are the first and only manufacturer in Vietnam that is allowed to affix the JIS brand on products.</p>

Job position: HR Staff

Job Description	
<ul style="list-style-type: none">- Recruitment and make recruitment reports- Make plan and contact with Universities- Social insurance for foreigner employees, accident insurance for Vietnamese employees (including monthly report)- In charge of personal income tax- Make & Follow-up Labor Contract or appendix of Labor Contract- In charge of planning and monitoring internal and external training, Training on company rules (internal)- Revise, update and register Labor Regulations- Discipline and Reward (Make a Certificate and prepare a bonus)- In charge of ISO management of ADM sections (quality and environment)- Male is preferred	
Criteria recruit	Request
Education level, experience	<ul style="list-style-type: none">- Education: University- Foreign language: English (Listening, Speaking, Reading, Writing)- Experience: 02 - 03 years in the position of HR- Proficient in MS Office- Excellent communication skills- Problem-solving skills- Understanding Labor Law
Benefits	<ul style="list-style-type: none">- Insurance- Travel- Uniform



CÔNG TY CỔ PHẦN MARUICHI SUN STEEL
MARUICHI SUN STEEL JOINT STOCK COMPANY

	<ul style="list-style-type: none">- Bonus- Training- Salary increase- Annual leave
Time of working	Monday – Saturday’s morning (7h50 – 17h00) One Saturday off / month.

Interested candidates please send your CV to email: nam.nguyen@maruichisunsteel.com

Email subject: Full name – Position applied

Or contact (0) 274-3742-777 (166) – **Mr. Nam** for more details.