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## Vacancy Announcement No. YIG16060307

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Job title:	<b>Senior HR Manager</b>
Job location:	<b>Yangon</b>
Accountable to:	<b>Managing Director/ Chairman</b>
Salary:	<b>Negotiable</b>
No of Position:	<b>1</b>

### **General presentation**

Young Investment Group (Y.I.G) is a leading international private company in Myanmar employing more than 2,526 local human resource talents, and operating 16 principle subsidiaries in Myanmar, China and Singapore. Established in 1998, Y.I.G has grown exponentially while maintaining a strong reputation as the fastest and youngest conglomerate company in today's time with more than hundred Million dollars of Sales Revenue recorded in 2012.

We employ a diverse group of experts to manage our growing businesses. We respect the fundamental rights of our employees and are accountable to provide safe environment conducive to work with a comprehensive occupational safety policy and standards. We promote career growth for our employees through continuous training and advancement programs to sharpen their skills and pave the way for their career growth within our organization.

Please feel free to visit [yigmm.com](http://yigmm.com) for more information!

### **Duties & Responsibilities:**

- Set up, build, and maintain the HR policies and procedures in the team in compliance with existing labor law.
- Compliance: make sure the company complies with labor laws and other regulations.
- Advise the management on identifying salaries according to the company structure and labor market.
- Drive the payroll process; make sure that all the salaries are calculated correctly every month.
- Ensure that all the taxes, SSC are calculated correctly and paid on time in monthly basic.
- Drive the contracting and termination procedures, make sure that all the administrative is complete thoroughly.
- Engage the strong employee relations and well as with management.
- Advise the management with performance review and actions to follow (salary increment, demotions, termination, etc.)
- Set up together with the recruitment specialist the best strategies to have fast recruitment procedures.
- Conduct the interview for the key positions as needed, create and execute employee development programs such as training plans; retention plans as and when required.
- Supervise the HR Team and perform any other tasks as and when required.

### **Requirements:**

- Age should be over 35 year old.
- Bachelor or Master Degree (MBA) or equivalent level of work experience.
- Excellent communications skills, including English.
- Intermediate Computer Skills.
- At least 8 years of experience providing a full range of HR functions; Recruitment, Compensation & Benefits, Training & Development, Employee Relation in medium to large organization.
- Strong leadership and must have the strong knowledge of Myanmar labor Law.

### **Application:**

Please send your application letter, CV and passport-sized photo, copies of education qualifications and references to:

**Attention: Human Resource Officer**  
**Young Investment Group**  
**No.(886/ 888), Pyay Road, 9 Mile, Mayangone**  
**Yangon, Myanmar.**  
email to [humanresource@yigmm.com](mailto:humanresource@yigmm.com)

Not later than **Thursday, 16<sup>th</sup> June 2016.**

- **Only the shortlisted candidates will be contacted.**
- **Please clearly mention the announcement no and job title in the Subject line.**
- **If you apply online, please send email applications in Microsoft word or PDF format.**