

## **Human Resources Department**

**Job Title:** HR Supervisor (Speak Chinese)

**Company:** Xonline

**Location:** Phnom Penh, Cambodia

**Job Type:** Office-based

### **About Us:**

Xonline is a leading media company headquartered in Phnom Penh, specializing in acquiring, managing, and monetizing online traffic. Our focus areas include SEO, SEM, social media, content marketing, and paid advertising. We generate revenue by analyzing user data, optimizing conversion rates, and maintaining strong client relationships using various monetization strategies. As a growing company, we are committed to fostering a dynamic and innovative work environment that supports both professional and personal growth.

### **Job Overview:**

As the HR Supervisor at Xonline, you will play a crucial role in overseeing the daily operations of the Human Resources department. Your responsibilities will include managing the recruitment process, ensuring compliance with labor laws, supporting employee relations, and assisting in developing and implementing HR strategies aligned with company objectives. This position is ideal for a professional with extensive HR management experience and a passion for cultivating a positive work culture.

### **Key Responsibilities:**

- Supervise and manage the daily operations of the HR team, including recruitment, onboarding, employee relations, and performance management.
- Ensure compliance with local labor laws and regulations, including maintaining accurate employee records and promptly addressing employee grievances.
- Develop and implement HR policies and procedures that promote a positive and productive work environment.
- Collaborate with department heads to identify staffing needs and assist in the recruitment process, including job postings, interviews, and selection.
- Oversee the payroll process, ensuring accurate and timely payment of salaries and benefits.
- Organize training sessions and workshops to enhance employee skills and knowledge, supporting their career development.
- Monitor and report on HR metrics, such as employee turnover, retention rates, and job satisfaction.

- Assist in the development of the annual HR budget and ensure adherence to budget constraints in HR activities.
- Stay updated on industry trends and best practices to continuously improve HR processes and contribute to the company's success.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- At least 3–5 years of HR management experience, including supervisory or managerial roles.
- In-depth knowledge of Cambodian HR practices, labor laws, and regulations.
- Strong leadership and team management skills, with the ability to motivate and guide the HR team effectively.
- Excellent communication and interpersonal skills, with the ability to interact with employees at all levels.
- Proficiency in HR software and Microsoft Office, especially Excel.
- Excellent organizational and problem-solving skills, with attention to detail.
- HR professional certification (e.g., SHRM, CIPD) is a plus.
- Proficiency in Chinese and Khmer and/or English is preferred.

**What We Offer:**

- Competitive salary and benefits (\$600 – \$1,200).
- A collaborative and supportive work environment that values teamwork and innovation.
- Opportunities for career growth and advancement within the company.

**How to Apply:**

Interested candidates should send their resume and cover letter to [x100sm00987@gmail.com](mailto:x100sm00987@gmail.com), detailing their experience and qualifications.

For more information, please contact us via phone/Telegram: 015416898.