

**About Urbanland Asia:**

Urbanland Asia is a real estate developer based in Cambodia with primary focus on high-rise residential buildings, office towers and hotel resort. We are very committed to design and build buildings of highest quality and design. Urbanland's team is young, vibrant and passionate about the future development of real estate sector in the Kingdom.

Urbanland is GROWING and we are now looking for aspiring individuals to be part of the Urbanland family for the following position based in Phnom Penh.

**HRBP (1 position)****Position Summary:**

The incumbent is accountable for supporting all HR functions in developing HR policies, and changing culture to ensure all employees more satisfied with working environment and culture, especially oversee the all office managements with proper report.

**Key Responsibilities:**

- Liaise with staff and managers to understand jobs and create accurate job descriptions for the team
- Manage CV database
- Manage the entire recruitment process from CV screening to recommendations for final interview in a timely manner
- Propose and recommend an effective onboarding program to ensure engagement
- Understand current culture and identify areas of concern and make suggestions in order to establish a positive culture
- Work closely with HR team in order to recommend people policies that will assist with the company's retention plans
- Work closely with management and employee to improve work relationships, build morale and increase productivity
- Plan and propose company events in order to help staff stay motivated
- Be the contact person for all HR related issues
- Identify training needs, both soft skills and technical skills to ensure personal development
- Monitor and review and submit monthly report on employee attendance and annual leave entitlements, updating staff as required
- Propose, develop HR policies
- Assist to develop Employee Handbook
- Assist with manpower and succession planning aligned with company goals
- Assist to implement performance management
- Manage the legal compliance, NSSF, Work permit, Quota
- Oversee office management
- Other tasks as required

**Position Requirements:**

- Degree holder or at least 3 years' experience in similar role Genuine interest in helping people
- Strong verbal communication skills;
- Good interpersonal and communication skills;



- Motivated and detail oriented
- Good organizational & problem-solving skills
- Ability to work with confidential information
- Flexible & dynamic
- Friendly and approachable
- Good negotiation and persuasion skills

### **How to apply**

If you are ready for an exciting career with an award-winning property developer, please email your resume to [joinus@urbanlandasia.com](mailto:joinus@urbanlandasia.com). Only shortlisted candidates will be contacted.

Amazing perks! Health benefits, education, time off, social good, a cool office in CBD Phnom Penh, and lots more cool stuff.

- **Office Address:** 1F - 01, Raintree, #299 Preah Ang Duong , Daun Penh, Phnom Penh, Cambodia
- **Phone contact:** [+855] 23 900 871
- **Email:** [joinus@urbanlandasia.com](mailto:joinus@urbanlandasia.com)
- **Website:** [www.urbanlandasia.com](http://www.urbanlandasia.com)

### **Closing date:**