



Burapha Agroforestry Co., Ltd is a Swedish/Lao plantation and wood products manufacturing company, with its own plywood mill, sawmill, and plantations.

Established in Lao PDR in 1994, Burapha's objective is to build a timber plantation asset in Laos large enough to be the core wood supplier for a major industrial operation. Burapha currently operates a sawmill/furniture factory and a new, state-of-the-art plywood mill, which commenced production in 2021.

Human Resources Business Partner

Location: Plywood Mill at Hinheup District, Vientiane Province

Reporting to the HR Manager, this role is primarily based at the plywood mill in Hinheup to provide generalist HR support and advice to the mill operations including recruitment, onboarding and inductions, employee relations and offboarding. As part of the Burapha HR team, you will also be responsible for implementing and embedding Company HR policies and annual HR processes.

Key Responsibilities:

- Coordinate recruitment including advertising, interviews, testing and background checks
- Prepares contracts and contract amendments for mill employees
- Conduct new employee onboarding and inductions
- Maintain the plywood mill organisation chart to ensure structure integrity and that Job Descriptions in place for all roles
- Implement and coordinate a range of HR programs
- Consult with District Government and Local Villages regarding changes to employment conditions and/or other significant employee relations matters
- Support supervisors to respond to enquiries regarding HR policies, procedures, and programs
- Support the HR Manager to conduct wage surveys
- Coordinate supervisory training in recruitment, counselling and discipline, performance management/reviews and bullying and harassment
- Maintain training matrix and training records for plywood mill
- Advise management in appropriate resolution of employee relations issues

Qualifications / Experience:

- Bachelor's degree in business administration, human resources or other relevant subject
- Generalist HR experience, ideally gained in a mature and professional company environment
- Experience in providing HR advice and support in an industrial setting ideal
- Strong understanding of Lao Labour law and mature HR practices
- Excellent verbal and written communication skills in Lao and English languages
- High levels of integrity and confidentiality in dealing with sensitive matters and information
- Good problem-solving ability to provide solutions to a wide range of practical HR issues
- Able to work independently and proactively
- Strong interpersonal and negotiation and conflict resolution skills
- Proficient in MS Office applications



BURAPHA
AGRO-FORESTRY

We offer a competitive expatriate remuneration package including comprehensive health insurance and a supportive and committed team environment.

To apply, please send your CV, proof of qualifications and a cover letter (optional)

to: recruitment@buraphawood.com

Only shortlisted candidates will be contacted for an interview.

Closing date 10th July 2022