

HR Team Leader

Location: No.206, Thirimingalar Street, Insein Township, Yangon, Myanmar

Industry: Microfinance

Reports to: HR Division Head

Job Summary

We are seeking an experienced HR Team Leader to supervise daily HR operations and lead a team of HR staff in our microfinance company.

Key Responsibilities

- Manage recruitment and onboarding
- Supervise payroll, attendance and leave administration
- Maintain employee records and HR documentation
- Support employee relations and disciplinary processes
- Handle government compliance tasks (SSB, income tax, labour office coordination)
- Prepare HR reports and ensure compliance with labor laws and Myanmar Tax Laws
- Lead and coach HR Team Members
- Assist to lead HR Strategy with Related Leader

Requirements

- Bachelor's degree in any field (HR-related qualification preferred)
- Minimum 3 years of HR experience
- Supervisory experience preferred
- Strong knowledge of payroll, recruitment and labor & Tax compliance
- Good communication and Excel skills

How to Apply

Interested candidates are invited to submit their CV and updated contact information to:

 cv.shinhanmicrofinance@gmail.com  Application Deadline: [31 Aug 2026]

Only shortlisted candidates will be contacted.