

**Job Title: HR & Admin Executive**

**Reporting Officer**

Manager, Human Resource

### **Job Description**

We are looking for a HR and Administration Executive to take charge of the full spectrum of HR functions including:

- Manpower planning
- Recruitment and selection
- Compensation and benefits administration
- Payroll administration
- Performance management
- Training and development
- Staff engagement activities

Some of the administrative duties for the Executive will also include:

- Maintaining database, employee records and ensuring files are in accordance with legal requirements and company policies
- Assisting in new employees' onboarding arrangements, which encompasses the preparation of workstations, namecards, airport passes etc
- Secretariat support to CEO
- Providing general office and administrative support
- Other administrative duties as assigned

### **Skills/Knowledge Required**

- Degree in Business, HR Management or its equivalent
- 2-5 years of experience in HR function
- Well versed with local regulatory laws (MOM/CPF/IRAS etc)
- Strong communication skills in both written and spoken English
- Good interpersonal skills with the ability to interact with all levels of people
- Self-motivated, resourceful, reliable, driven, analytical and a strong team player