

Senior / Human Resource Executive

Budget : S\$3.6k

Main Criteria:

- Handle Human Resource compliance matters such as verification of documentation, ensuring relevant authority standards are complied, liaise and clarify with relevant authority, co-ordinate and administer compliance requirements under HR purview, updating CPD hours and etc.

Secondary Responsibilities:

- Assist in payroll administration (TimeSoft software)
- Assist in recruitment activities, including employment contract, status update and passes application)
- Assist in compensation and benefits, including staff insurances renewal, H&S medical claims, processing HR benefits in accordance to collective agreement, reimbursement and etc.
- Assist in day-to-day HR operations and administrative duties
- Other ad-hoc duties as and when assigned.

Requirements:

- Degree / Diploma in Human Resource Management
- At least 2 to 5 years relevant experience
- Preference will be given to those with Compliance experience
- Proficiency in Microsoft applications
- Ability to work under pressure and independently
- Possess good communication and deal with people at all levels
- Strong commitment to service excellence