

Position: Human Resource Executive

Overview:

Partner with Line Managers to understand their HR needs and provide effective HR solutions and interventions. Implement HR initiatives and programs to support the organisation growth and alignment of people strategies with corporate objectives and priorities.

Responsibilities

- Managing the end-to-end talent acquisition process, ensuring the delivery of an exceptional experience to candidates
- Managing the employee life cycle, including onboarding, performance management, grievances handling and offboarding.
- Providing the department managers with professional HR advice, guidance and support on HR practices, policies and procedures and employment law/legislations
- Reviewing, drafting and implementing HR policies in compliance with government legislation and ensuring efficient internal workflows and processes.
- Participate in HR initiatives such as employee engagement, compensation & benefits, talent management and development programs
- Provide efficient and timely operational support to deliver HR reports and projects

Requirement

- Degree in HR Management or equivalent
- Minimum 3 years working experience in Human Resource function
- Strong HR operational skills with an eye for detail and comfortable providing support in administrative duties
- Good written and oral communication, ability to build effective working relationships with all levels in the organisation and possess a good track record of operating with discretion and confidentiality,
- In-depth knowledge of Singapore Employment law and HR best practices