

Human Resource Manager

Duties & Responsibilities:

HR functions in areas of performance management, payroll, recruitment, employee engagement, welfare, grievance handling, learning & development, establishing and implementing policies, records and reporting.

- Handle recruitment needs, updating Job Descriptions align to organisation structure and SOPs on recruitment and people management.
- Talent planning and development a strong pipeline of top talents and consistently maintain good relationships with potential candidates.
- Manage the onboarding and offboarding process including medical and dental claims, insurance matters and monthly headcount reports.
- Maintain, update, and ensure accuracy of all HR records, systems, user guides and internal people management policies
- Responsible for staff payroll computation and payment, completion of performance and salary reviews, and compliance with labour laws, tripartite guidelines, and practices.
- Handle Employee Grievances process, disciplinary inquiries, and recommendations
- Compliance with Tripartite Alliance Fair Employment Practices and guidelines
- Complete surveys from MOM, IRAS, CPF, WDA and HR related surveys
- Communicate with stakeholders, organize team engagement activities

Required Competencies / Skills:

- Bachelor's Degree in Human Resource Management or equivalent
- Minimum 5 years managerial experience in HR Generalist roles
- Well versed in Payroll Software, MS Office skills especially Excel and PowerPoint
- Good knowledge of local labour regulations, HR operations and recruitment
- Strong written and oral communicator with ability to build stakeholders relationships
- Ability to work independently in multi-tasking and dynamic work environment
- Excellent time management skills with ability to prioritize and meet deadlines
- Analytical and proactive to take initiative and work effectively as team

Salary Range: \$4,500 to \$5,500

By submitting the application, you have agreed and consented to us collecting, using, retaining, and disclosing your personal data to prospective employers for their consideration. We regret that only shortlisted applicants will be notified.

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