

Senior HR Executive

Duties & Responsibilities:

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

1. Handle recruitment needs, updating Job Descriptions align to organisation structure and SOPs on recruitment and people management.
2. Talent planning and development a strong pipeline of top talents and consistently maintain good relationships with potential candidates.
3. Manage the onboarding and offboarding process including medical and dental claims, insurance matters and monthly headcount reports.
4. Maintain, update, and ensure accuracy of all HR records, systems, user guides and internal people management policies
5. Responsible for staff payroll computation and payment, completion of performance and salary reviews, and compliance with labour laws, tripartite guidelines, and practices.
6. Handle Employee Grievances process, disciplinary inquiries, and recommendations
7. Complete surveys from MOM, IRAS, CPF, WDA and HR related surveys
8. Communicate with stakeholders, organize team engagement activities
9. Any other relevant duties as assigned by immediate superior/s

Required Competencies / Skills:

- Bachelor's Degree in Human Resource Management or equivalent
- Minimum 3 to 5 years of experience in HR Generalist roles
- Good knowledge of local labour regulations, HR operations and recruitment
- Strong communicator with the ability to build relationships with key stakeholders
- Ability to work independently in multi-tasking and dynamic work environment
- People oriented, meticulous, dependable, well organized, and resourceful
- Excellent time management skills with ability to prioritize and meet deadlines
- Analytical and proactive to take initiative and work effectively as team
- Knowledge of BIPO payroll software would be an added advantage
- Well versed in MS Office skills especially Excel and PowerPoint

Salary Range: \$3,500 to \$4,500