



Assistant Manager, Human Resource

Our client is a Fortune 100 company and is one of the most admired organizations globally. In view of their fast growth in the region, they are seeking a HR professional to join their team. The organization offers good career advancement and growth opportunities.

Responsibilities

- Extend full spectrum of HR support to the Singapore business group
- Oversee the recruitment activities and induction of new staff
- Work closely with the regional C&B team to executive and operationalize C&B initiatives for the Singapore business
- Oversee the outsourced payroll and benefits vendors
- Execute the planned training activities
- Plan and organize employee engagement programs e.g. employee communication session, recreational activities, etc.
- Lend support to regional HR counterparts with regards to recruitment (on needs basis)
- Participate in the streamlining and integration of HR processes
- Any other HR projects as assigned

Prerequisites

- Diploma / Degree in a relevant discipline
- Min. 4 years of HR generalist experience
- Possess good communication and interpersonal skills
- Meticulous and analytical
- Has a self-starter attitude

All applications will be treated with the highest level of confidentiality.