



Senior HR Executive

Our Client is a global organization in the Oil & Gas industry. They are looking for a HR generalist who is keen to add value to the business in a partnership role.

Responsibilities

- Assist the HR Manager in the full spectrum of HR platform in support of the business
- Actively partner and interface with the business on all HR matters
- Responsible for recruitment activities
- Assist with the performance management and salary review cycles
- Consolidate market survey data
- Assist in implementation of HR policies and procedures
- Provide employee HR service
- Implement and drive employee relations programs
- Assist in the recommendation and implementation of various HR programs to support the business

Prerequisites

- Degree with 3 to 5 years of relevant HRM experience
- Matured and confident in interfacing with the business heads and divisions
- Proficiency in MS Excel, Word and PowerPoint
- Possess good communication and interpersonal skills

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