

Senior Manager, Human Resources (Recruitment & Shared Services)

Our Client is a leading organization in the service sector with strong brand presence in the industry. They are inviting a passionate HR professional to lead their HR shared services and talent acquisition teams. Gear up for an exciting career with them!

Come and be part of a HR team that has won numerous reputable industry-wide HR accolades!

Responsibilities:

Recruitment

- Oversee and lead the talent acquisition team
- Manage the entire recruitment platform for the organization
- Work in close collaboration with the business heads on manpower planning and resource analysis
- Establish and drive a proactive, innovative and 'hunter' approach to talent attraction and recruitment strategies
- Analyse profile distribution of the various business groups and deploy the right profile of talent in order to inject the right mix of expertise within the teams
- Manage and liaise with external recruitment partners
- Oversee recruitment drives in Singapore and in selected countries within the region
- Oversee Career Fairs and related activities

Shared Services

- Oversee the shared services function - HRMS, benefit administration and payroll
- Responsible for the continuous review and enhancement of HR processes to ensure effective support of the business

Prerequisites

- Degree qualifications with min. 10 years of HR experience
- Passionate about recruitment and partnering the business in bringing on board good talent
- An extrovert who enjoys interacting and engaging with people
- An open, fun and charismatic leader
- Adopt a proactive and innovative approach to recruitment strategies and talent attraction
- Process oriented with the passion for streamlining work flow and framework
- Good interpersonal skills and possess high energy level
- A team player who works well in a fast-paced environment
- Effectively bilingual in English and Mandarin
- Minimal travel may be required

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