



## **Senior Executive / Assistant Manager, HR**

Our client is a US-based global organization that partners with multi-national organizations to achieve breakthroughs in value-based solutions. They are looking for a HR professional to oversee the HR function for the sales offices in the region.

### **Responsibilities**

- Report to the HR Director
- Support the business in the planning and execution of HR initiatives and programs
- Responsible for providing the full spectrum of human resource functions with key focus on recruitment, employee relations, compensation and benefits administration, and talent management for Asia Business Unit
- Thorough understanding of business and HR objectives, and translating them into HR deliverables
- Analyze, design and administer C&B policies and programs, formulate benchmarking data and evaluate new market trends
- Advise line departments and staff on the interpretation of HR benefits, policies and practices whenever necessary
- Review and maintain HR policies and employee handbook to ensure that they are updated
- Liaise with payroll vendors on payroll process
- Manage the entire recruitment process
- Assist in expatriate and international assignment administration
- Provide administrative support for the Performance and Development exercise
- Maintain and update HR database and employee records for accurate reporting
- Administer training and development plan by working closely with the Development Leader
- Handle HR projects and work closely with counterparts from other offices

### **Prerequisites**

- Degree in Business Administration or HRM related discipline with min. 5 years of working experience as a HR Generalist
- Good knowledge of concepts, good practices and procedures in the field of human resources
- Good knowledge of employment laws and regulations in Asia is an added advantage
- Exhibits strong desire in personal learning and development and a willingness to explore the unknown
- Strong commitment to continuously improve processes alongside the global HR team, with the aim to improve efficiency
- Able to be firm yet flexible
- Meticulous and comfortable with numbers
- Excellent verbal and written communication skills
- Dynamic individual, focused and able to working independently
- Friendly, personable, professional and a good team player

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