

## **Job Posting**

Position: Human Resource Executive  
Job scope: Human Resource  
Reporting officer: Human Resource Manager  
Job type: Full Time

### Roles & Responsibilities:

- Responsible for assisting the manager on the overall kindergarten human resource requirements.
- Place job advertisements.
- Work pass application, renewal and cancellation for foreigners.
- Maintain staff records and take charge of HR administrative functions.
- Support Compensation and Benefits initiatives.
- Compile and prepare submissions for government grants.
- Any other duties as assigned from time to time.
- Operational duties involved.

### Job Requirements:

Minimum 'O' levels

Excellent in documentation and communication skills

Knowledgeable in Microsoft applications

Excellent team player

Meticulous, organised, self-motivated and able to multi-task

Proficient in English and Chinese

### Job Benefits:

Compressed working hours

Leave, medical, dental, and insurance coverage

Full/ partial fees subsidy for employee's children enrolled in the Kindergarten

### Salary:

From \$2000 and above depending on qualification and experience level

Additional Information:

Attractive remuneration and benefits package.

Ample opportunities for personal growth and career development

Supportive working environment of friendly co-workers.

Location: Gilstead.

Interested applicants are to forward your CV to [hr@sjck.org.sg](mailto:hr@sjck.org.sg)