



HR Executive

Job type: Full-time, Permanent (5 days, 40 hours work week)

Job Description

- Execute the full HR administration works from pre, current and post-employment
- Pre-employment: attending to recruitment from applications, work passes, hiring of new staff to induction.
- Current employment: processing of staff benefits (leave, reimbursements of medical, insurance claims, etc.), payroll, exit clearance, enquiries from staff, etc.
- Be updated with Employment laws and conditions, e.g. Employment Act.

Job Requirements

- Minimum Diploma (preferably in Business field)
- Proficient in spoken and written English and Chinese
- Able to follow processes and instructions, and prioritise
- Good documentation, interpersonal and communication skills.
- Knowledgeable in Microsoft applications.
- Organised and meticulous
- Willing to learn

Job Benefits

- Leave, medical, dental, and insurance coverage.
- Attractive remuneration and benefits package.
- Opportunities for personal growth and career development.

Additional Information

- Supportive working environment of friendly co-workers.
- Position allocated at Gilstead campus.

Salary

From \$2,200.

Interested applicants are to forward your CV to hr@sjck.org.sg. Thank you.