



## **HR Executive (Professional Development)**

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

### **Job Description**

The HR Executive (HEPD) is responsible for the course registrations of staff for short-term and long-term courses. The HEPD will have constant business correspondences with internal customers, government agencies and training institutions. Positive and effective communication skills are needed to interact with various staff members and staff from external partner organisations. The HEPD Executive should be proactive in picking out possible issues of conflict/matters that may arise due to change in staff deployment, employment conditions or educational qualifications.

- Provide available course details to staff and submit course registrations to the training institutions.
- Coordinate with staff, Centre Leaders, Head of Levels (HoLs), and training institutions on all matters pertaining to the course, from registration and submission of required supporting documents, to payment of course fees.
- Submit training grant applications and claims via SkillsConnect.
- Update databases after course completion.
- Assist staff for long-term course sign ups from submission of company nomination form and training institution's online course registration, to course fee payment and completion of course.
- Prepare employment bond contracts for various long-term courses, specifically ECDA's professional development programme scholarships and teaching awards.
- Support the Preschool Practicum Centre's administrative tasks.

### **Job Requirements**

- Proficient in English, preferably bilingual.
- Very good written communication skills.
- Meticulous, clarity in processes.
- Knowledgeable in Microsoft applications, especially Word and Excel.
- Preferably have relevant experience in Administration.
- Proactive in communicating with external partners for funding and course registration needs.

### **Job Benefits**

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

St. James' Preschool Services (Anglican) Ltd.



**Additional Information**

- Supportive working environment of friendly co-workers.

**Salary**

From \$2,200, depending on experience.

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