



HR Executive

Job Description

- Execute full spectrum of HR functions from pre-, current to post-employment
- Administer and support recruitment of new staff including work passes and onboarding
- Process staff benefits (leave, medical, insurance), payroll, exit clearance and attend to staff enquiries
- Be up-to-date with Singapore Employment law and requirements.

Job Requirements

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

Benefits

We offer a competitive salary and benefits package, supportive work environment, and opportunities for personal growth and career development.

Please send your resume to hr@sjck.org.sg. Thank you.

We apologise that only shortlisted candidates will be notified.