



HR Executive

Description

- Administer recruitment processes including job posting, resume screening, interview, work pass and new staff onboarding
- Administer staff benefits (leave, medical and insurance), payroll and staff exit processes
- Attend to staff enquiries
- Maintain proper HR records
- Ensure regulatory compliance and reporting
- Be up-to-date with Singapore Employment law and requirements
- Undertake projects and tasks as assigned by the HR Manager

Requirements

- Minimum Diploma (preferably in HR/ Business field)
- Proficient in spoken and written English and Chinese languages
- Organised, meticulous, able to follow through processes and prioritise work
- Good interpersonal and communication skills
- Willing to learn, able to work independently and as a team
- Knowledgeable in Microsoft applications

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 joinus@littleseeds.edu.sg. Thank you.

We apologise that only shortlisted candidates will be notified.