



HR Executive

Job Description

Reporting directly to the HR Manager, the HR Executive performs a vital role in the administration and implementation of HR policies and programmes aligned with the Company HR strategies. The HR Executive must enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented.

The ideal individual should have strong organisational and administration skills, keen attention to details, a pro-active and growth mindset, ability to work independently and as a team, manage and prioritise multiple work tasks with ability to work under pressure. The HR Executive should possess excellent inter-personal and oral/written communication skills, adept at engaging staff at all levels. He/She must be able to handle confidential information with discretion.

Key Responsibilities

- Coordinate and administer the recruitment process including onboarding and new staff induction
- Responsible for HR records to ensure records integrity and provide timely staff reports
- Ensure regulatory compliance and timely reports submission to regulatory authorities
- Responsible for staff engagement and benefits programmes
- Attend to staff enquiries on HR matters, Company employment terms & conditions, and employment legislation
- Responsible for providing support in the various HR functions such as compensation and learning and development
- Undertake projects and tasks assigned by the HR Manager

Requirements

- Minimum Diploma (preferably in HR/ Business field)
- Proficient in spoken and written Chinese language an advantage
- Be up-to-date with Singapore Employment law and sector statutory requirements
- 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.