



JOB DESCRIPTION

HR Admin Assistant



ABOUT THIS JOB

Work Location
Singapore (East)

Work Days
5 days

Job Level
Experienced (Non-Manager)

Job Type
Permanent / Full-time

Qualification
GCE 'N' Level and above

Experiences
More than 2 years

Language Proficiency
English

Salary
\$2,000 to \$2,500/month

Category
Human Resource,
Administrative

JOB BENEFITS



Training &
Development



Salary
Review



Annual Leave

JOB DESCRIPTION

- Implementing effective sourcing, screening and interviewing techniques to recruit suitable talents
- Assess training needs and coordinate learning and development initiatives for all employees
- Monitoring and ensuring compliance of company's attendance policy through system
- Monitoring and ensuring company vehicles' COE, road tax, insurance, repair and maintenance, inspection, season parking registration are done promptly
- Handling and managing petrol and accident claims for company vehicles
- Taking on administrative duties i.e. filing, handling calls, procuring and managing office stationery, etc
- Handling daily operations of HR Department

JOB REQUIREMENTS

- **Applicants with working experience as an HR Executive or relevant role will be advantageous**
- Experience with full-cycle recruiting i.e. sourcing, interviewing, employing and retaining new employees
- Possess good communication and interpersonal skills
- Good knowledge of MOM's labour policies