

ANGLICAN PRESCHOOL SERVICES

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HR Executive

Job Description

Reporting directly to the HR Manager, the HR Executive performs the vital role in administration and implementation of HR policies and programmes aligned with the Company HR strategies. The HR Executive must enjoy working within a progressive and fast-paced 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 employees at all levels. He/She must be able to handle confidential information with discretion.

Key Responsibilities

- Coordinate and administer the recruitment process including new staff onboarding and induction, and work pass applications
- Coordinate career fairs and job postings with various recruitment channels
- Administer employment confirmations
- Administer staff care and well-being programmes
- HR liaison with staff on their enquiries on HR matters, Company employment terms & conditions, employment legislation, and sharing HR announcements with staff.
- Responsible for HR records to ensure records integrity and provide timely management reports
- Ensure regulatory compliance and timely reports submission to regulatory authorities
- Responsible for providing support in the various HR functions where required
- Undertake projects and any other tasks assigned by the HR Manager

Qualifications and 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 culture, 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.