

BASIC DETAILS

Job Title:	HR & Admin Executive
Department:	Finance & Admin
Work Location:	7A Toa Payoh Lorong 8 #02-09 Singapore 319264
Reporting To:	Finance & Admin Manager
Type of Employment:	Full Time

JOB DESCRIPTION

The HR & Admin Executive plays a key role in supporting the Finance & Admin Manager in the full spectrum of Talent Management, Corporate Governance, Administration and Finance.

Key Responsibilities:

Human Resources:

- Support in the development, implementation, enhancement, and compliance of HR policies and procedures.
- Coordinate with all departments on hiring plans, staff movement, learning & development, career development
- Assist in the recruitment process by working with hiring managers to draft job descriptions, advertising them on various platforms, reviewing CVs, shortlisting candidates, and arranging interviews.
- Handle all staff onboarding / offboarding matters including orientation of staff.
- Manage and update all employee records.
- Assess the training needs and coordinate the training development programs for employees and this include enrolment of internal & external courses, update and maintain training record and training budget.
- Working with outsourced service provider (“OSP”) on leave records management, tracking of staff medical/dental expenses, staff claims and staff professional certification.
- Assist in the development and implementation of an effective performance appraisal system.
- Assist in the management of competitive compensation including salary and indirect awards to attract and retain good talent.
- Ensure compliance to local labour and manpower regulations.
- Handle annual staff insurance renewal and insurance claims.
- Responsible for work pass administration such as work pass applications, renewal, cancellation, and issuance.
- Provide advice and handle all employee inquiries on HR-related matters.
- Undertake any ad-hoc project assigned by the manager.

Governance & Administration

- Support in the preparation of meetings including, but not limited to, Annual General Meeting, ABLE board meetings, ABLE staff meetings.
- Monitor and assist in various corporate activities, including but not limited to:

- Annual corporate reporting for Charities and IPCs in the Charity Portal – annual reports, statement of accounts, governance evaluation checklist
- Renewal of company's IPC status
- Renewal of, new appointment or resignation of ABLE Board Members
- Liaise with corporate secretary on Corporate Governance matters e.g. filing to ACRA, yearly AGM, Board Resolution etc.
- Support in implementation of governance policies such as Personal Data Protection Act, Whistle Blowing Policy, Corporate Governance and Risk Management.
- Provide support in other matters relating to governance.
- Support and back up for Administrative Coordinator in the handling of billing and liaison with clients.
- Assist in the timely and accurate regulatory reporting, including reporting to MSF.
- Assist and liaise with external and internal auditors in the annual and periodic audit exercises.
- Handle non staff related insurance renewal.
- Assist in fixed asset management, including facilities management.

Any other duties as assigned by the Finance & Admin Manager.

Requirements

- At least 3 years of experience in human resource role.
- Diploma in Human Resource/Business Administration or related field.
- Familiar with MOM regulations and HR practices.
- Possess strong interpersonal and communication skills with the ability to work with cross-functional teams and handle multiple tasks.
- Good team player with a strong sense of responsibility and self-motivation to get tasks done.
- Proficient in MS Office Applications particularly Word and Excel.
- Ability to work under pressure to meet deadlines.
- Proactive, enthusiastic, independent and result oriented.
- Possess problem solving skills and strong organisational skills with excellent attention to details.
- Willingness to develop and learn new skills.
- Experience in Social Services sector will be an advantage.