



Human Resource Executive (1-Year Contract)

Responsibilities

- Prepare recruitment advertisements on the SAESL website, recruitment portals, newspapers & internal communication
- Liaise with recruitment agencies, coordinate and participate in various recruitment fairs.
- Manage recruitment mailbox
- Manage recruitment activities such as to conduct interviews with hiring departments, make offer to candidates, carry out admin work for new employees
- Prepare recruitment status and headcount reports

Requirements

- Diploma or Degree
- Strong analytical skills and able to make sound decisions independently
- Relevant experience with recruitment

(Only short-listed candidates will be notified)