Contract HR Assistant (1-Year)

Responsibilities

- Check overtime records
- Check attendance records
- Liaise with employees regarding com&ben matters
- Assist with admin work such as filing and scanning

Requirements

- Diploma in Business or HR
- Willing to work in Changi
- Able to start work within short notice
- Candidates without experience are encouraged to apply
- Singaporeans only
- Meticulous and detailed minded

(Only short-listed candidates will be notified)