



HR Executive (Compensation & Benefits)

Responsibilities

- Assist to prepare new/replacement staff pass and manage issuance of overalls, safety shoes and locker keys
- Apply, renew or cancel work pass for foreign workers
- Participate in Government surveys (e.g. Labour market survey, EDB survey etc.)
- Liaise with appointed medical group for ad-hoc work-related medical appointment.
- Co-ordinate the sending of fruit baskets, hamper and wreath
- Assist in leave and attendance management

Requirements

- ✓ Diploma in Business/ HR
- ✓ Min 2 years' of working experience in HR Administration
- ✓ Proficient in Microsoft Word/Excel

(Only shortlisted candidates will be notified)