



Senior HR Executive (Generalist & Projects)

Reporting directly to Vice President, Human Resources, the role of Senior HR Executive (Generalist & Projects) is to support the HR team in the non-routine work of the full spectrum of HR function, as well as to lead in HR transformation projects

Responsibilities

- Proactively work with process owners and stakeholders to review and automate processes to enhance efficiency and eliminate waste
- Assist in non-routine HR tasks like BOI disciplinary inquiries and conduct exit interviews.
- Provide technical support and coordination within HR Team for delivery of projects
- Support Component Repair Cross Functional Team in HR-related matters
- Support in HR operations as assigned

Requirements

- Degree in any discipline
- 3 years of working experience in full HR spectrum, preferably in fast-paced environment
- Knowledge of the local labour law
- Proficient in Power Automate, MS Form, SharePoint, Excel, Word and PowerPoint.
- Excellent writing and communication skills
- Excellent organisational skills and ability to prioritise work accordingly to business needs.
- Resourceful, strong interpersonal skills and a good team player with the ability to build and manage stakeholder relationships

(Only shortlisted candidates will be notified)