



## HR Assistant – Swiber Offshore Marine Pte Ltd

Location: Singapore



### Responsibilities:

- ❖ Provide full HR admin support to the team which includes filing, documentation, data-entry of personnel data into the HR system, etc.
- ❖ Support the administration of staffing and recruitment activities which include but not limited to printing of resumes; arranging and preparing of interviews, creating and maintaining the resume data-bank, etc
- ❖ Provide admin support in the preparation of New Staff Orientation programme and pack which includes printing of collaterals/materials ensure that all information are latest and updated.
- ❖ Follow up and obtain all relevant and required personnel information from new and existing employees (prior to joining or upon joining) and ensure that our HR system and database is updated and accurate.
- ❖ Responsible for the preparation of new employee which includes arranging for Pre-employment medical check up, creating personal files for new staff, coordinating with the relevant dept on the logistic arrangement for the new staff, etc.
- ❖ Create, update and maintain useful HR databases (Recruitment services, Advertisement, Headcount/Manpower related, personnel profiles, etc).
- ❖ Provide support in the processing and full administration of work/employment pass applications/renewals and coordinating with travel arrangers on their mobilisation and demobilisation arrangements, accommodation etc.
- ❖ Maintain an effective and user-friendly document control and filing system for the dept.

- ❖ Support in all ad-hoc and HR related projects and activities as required.

Requirements:

- ❖ Min GCE O/A Levels, preferably with certification in HRM is advantageous.
- ❖ Min 2 years of working experience in HR administration preferably in similar industry with MNC exposure
- ❖ Good knowledge of Employment Act and manpower legislations (local)preferred
- ❖ Good interpersonal and communication skills
- ❖ Good sense of confidentiality
- ❖ Good writing skills
- ❖ Pro-active, resourceful and self-driven.
- ❖ Positive and able to multi-task and work in a fast paced environment
- ❖ Detailed, organized and service oriented.
- ❖ Team player and willing to learn
- ❖ Working location: Singapore IBP