



## HR Executive – Swiber Offshore Marine Pte Ltd

Location: Singapore



### Responsibilities:

- ❖ Provide full spectrum of HR operation and support for the Group, which but not limited to the administration of staffing and recruitment, Staff Induction, performance management, expatriate management, etc.
- ❖ Staffing & Recruitment-You will assist in the managing of the human resource planning and staffing establishment with the various user departments to ensure that the desired staffing requisition meets the approved recruitment processes and to source and screen the right candidate for the job. You will also make offers and prepare contracts.
- ❖ Staff Induction-You will conduct the staff Orientation programme for all new comers and ensure that all required information or outstanding documents from the new staff are followed up with HR and updated in the HR system.
- ❖ You will conduct the exit clearance and ensure that proper documentation is submitted to HR till the closure of the case and to provide analysis on the feedback obtain from resignee and monitors causes for turnover.
- ❖ Performance Management-You will ensure that the Performance Appraisal forms for annual performance reviews, confirmation of employments are followed up and documentations are submitted to HR in accordance to the Company procedure, timeline and policy.
- ❖ Assists the foreign employees in all immigration matters, including their application and renewal of work permits/employment passes, dependent passes, visas, extension of stays, etc

- ❖ Assist in the relocation of foreign employees and ensuring that the accommodation and travel arrangements are well taken care of
- ❖ Maintain an effective and user-friendly document control and tracking system for the dept.
- ❖ You will verify and update the Organisation Charts for the Group and ensure that the data is accurate and relevant on a monthly basis.
- ❖ Assist in the consolidation of monthly or ad-hoc HR reports as and when required.
- ❖ You will review and maintain the HR system and database and ensure that they are effective in meeting the team's needs.
- ❖ Support in all ad-hoc and HR related projects and activities as required.

Requirements:

- ❖ Min Diploma in HRM or Business Administration related studies
- ❖ Min 3 years of working experience in similar function preferably in similar industry
- ❖ Good and sound knowledge of HRM, Employment Act and manpower legislations (local) is a must.
- ❖ Good interpersonal and communication skills and good writing skills
- ❖ Detailed, meticulous with good sense of confidentiality
- ❖ Pro-active, resourceful and self-driven.
- ❖ Positive and able to multi-task and work in a fast pace environment
- ❖ Detailed, organized and service oriented.
- ❖ Team player and willingness to learn
- ❖ Working location: Singapore IBP