

Executive, Human Resources

Responsibilities:

- Execute, administer and implement human resources programs in the areas of Compensation & Benefits, Employee Relations, Performance Management and Human Resources Information Management System.
- Support the review of existing and development of new human resources policies and procedures as and when required.
- Assist in undertaking research and benchmarking exercise for process improvement initiatives.

Requirements:

- Bachelor's Degree in Human Resource Management/ Social Science or equivalent.
- Minimum 3 years relevant working experience as HR Executive or Generalist.
- Sound problem solving, execution and analytical skills.
- Outstanding communication and interpersonal skills.
- High proficiency in Microsoft Office applications and demonstrated skills in database management and record keeping.
- Familiarity with Human Resources Information Management System.
- Strong customer focus and enthusiasm, detailed oriented and self-driven.
- Proven achievement in prior employment.