



Executive, HR & Admin

Responsibilities:

- Handle the full spectrum of recruitment and selection activities for non-managerial level independently
- Work closely with line managers/supervisors for staff performance and disciplinary issues
- Conduct workplace counselling for rank-and-file staff
- Update of monthly lateness report for Management
- Prepare warning letters
- Coordinate new staff orientation with HODs
- Perform travel booking (flights & hotels) for all staff including related companies
- Purchase of travel insurance when needed
- Ensure compliance with Travel Policy & Procedures
- Represent HR in the Safety Committee and ensure compliance in HR aspect
- Assist in ad-hoc HR projects as assigned by HOD

Requirements:

- Diploma in HRM
- At least 1 year experience in recruitment and 2 years in travel arrangement
- Able to work independently and in team
- Meticulous and willing to go the extra mile to get work done in time
- Good interpersonal, written and communications skills

Additional:

- Transport provided at Yew Tee MRT
- 5.5 work week (alt Sat)

Please submit your detailed resume with a recent photo, current and expected salary to:

hr.admin@tak.com.sg

We regret to inform that only short-listed candidates will be notified.

Office located at: 41 Sungei Kadut Ave Singapore 729665