

Job Title: Human Resources & Administration Executive
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Reporting Officer	Human Resources & Administration Manager
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Job Description

Jewel Changi Airport Devt Pte Ltd (JCAD) is a joint venture between Changi Airport Group and CapitaLand Mall Asia to manage the operations of Jewel Changi Airport. Strategically located in the heart of the airport, Jewel is a world-class lifestyle destination that will enable the Changi air hub to capture passenger mindshare and strongly boost Singapore's appeal as a stopover point for travellers.

Reporting to Manager, Human Resources, the candidate will provide support for the full spectrum of HR functions including but not limited to: recruitment & selection, onboarding & offboarding, payroll administration, training & development, and employee engagement activities.

Main Duties/Responsibilities

- Assist in the sourcing, arranging and interviewing of candidates
- Maintain accurate and up-to-date employee data in their p-files and HR system
- Manage employees' onboarding and offboarding requirements
- Manage employee's monthly payroll, CPF submission, IR21, IR8A, etc
- Support the HR Manager on employee compensation and benefits management
- Process Government-Paid Leave application / claims and government grant
- Support training administration including registration of courses, application of funding grants, coordinating of training courses, etc.
- Support the HR Manager on the annual performance appraisal process
- Organize staff engagement activities, eg., teambuilding
- Support general office administration and any other ad-hoc HR duties

Skills/Knowledge Required

1. Candidate must possess at least a Diploma, or its equivalent in Business or Human Resource Management.
2. At least 2 – 4 years of experience in the Human Resource function
3. Well versed in local regulations relating to human capital, including MOM, CPF and IRAS rules.
4. Strong communication skills in both written and spoken English.
5. Good interpersonal skills with the ability to interact with all levels of people
6. Must be able to work independently, driven and takes initiative.
7. Must be reliable and a strong team player.