

HR Executive

Employment Type: Permanent (Full-time)

Location: 10 Jalan Samulun, Singapore 629124

Responsibilities:

- Assist the Executive Director in handling the full spectrum of HR generalist functions.
- Manage foreign worker recruitment including prior approval application, work permit processing, security bond, flight, housing and transportation arrangements.
- Apply, renew and cancel work pass for foreign employees when required.
- Manage the HR information system, keep updated individual employee file and update the time management system daily to generate bi-weekly attendance reports.
- Process payroll monthly using Info-Pay, link with updated time management system data and provide unpaid leave summary, allowances and necessary addition and/or deduction.
- Apply leaves on the leave management system on behalf of all the employees and keep proper filing of paper applications.
- Draft HR letters such as employment agreement, confirmation, promotion, termination, announcements, memorandum among others.
- Assist in PMET recruitment, annual performance appraisal and training plan.
- Process claims and authorise payments related to benefits and reimbursements such as medical, dental, travel, mileage, mobile phone allowance and other expenses.
- Submit and monitor insurance claims related to hospitalisation, surgery and work injury.
- Perform exit procedures for all resigned employees and repatriate NTS foreign worker as required.
- Update the Employee Handbook, HR policies, ISO and OHSAS-related procedures.

Requirements:

- At least 5 years of HR generalist experience in marine shipyard or related industry.
- Diploma in Human Resource Management or related studies.
- Familiar with Info-tech's TMS and Info-Pay software will be an advantage.
- Proficient in MS office applications.
- Excellent interpersonal and communication skills.

Interested applicants to email your resumes to **hr@bakertech.com.sg** stating expected salary and earliest possible start date.

We regret to inform that only suitable applicants will be contacted for an interview.