

HR Manager
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=235128>

Downloaded On: May. 18, 2024 8:40pm

Posted Apr. 24, 2024, set to expire Aug. 24, 2024

Job Title HR Manager
Department Human Resource
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Apr. 24, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Human Resources

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498646/hr-manager>

Apply By Email

Job Description

HR Manager

Job no: 498646

Department: Human Resource

Contract type: Temporary

[Apply now](#)

Job Requirements

HR Manager Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=235128>

Downloaded On: May. 18, 2024 8:40pm

Posted Apr. 24, 2024, set to expire Aug. 24, 2024

Part of the tact-team to:

- Drive the planning and management of the annual performance management cycle, starting from annual goal setting to financial year end appraisal.
- Drive the annual merit increment and performance bonus allocation processes.
- Drive the annual Employee Benefits planning & administration.
- Support the end-to-end manpower planning and budget planning in joint consultation with HR business partners.

The focal point to:

- Participate in annual market surveys, remuneration analysis and monitoring of market competitiveness positioning of compensation and benefit packages.
- Prepare HR-related reports to government agencies.
- Take on any other projects or initiatives as assigned.

Requirements and Qualifications

- Minimum Diploma in Human Resources / Business Management Studies.
- At least 8 years of relevant experience.
- Strong understanding of local employment legislation and labour regulation.
- Experience with SAP Success Factors applications would be an added advantage.
- Strong application knowledge of data analytics and data visualization would be an added advantage.
- Proactive, with excellent follow-through to achieve results under tight deadlines.
- Able to work autonomously in a fast-paced working environment.
- A good team player and able to work under minimal supervision.
- Possess strong communication skills with a positive learning attitude.
- Strong time management skills and problem-solving abilities.
- Meticulous & people oriented.
- IHRP Certification preferred.

[Apply now](#)

Advertised: 24 Apr 2024 Singapore Standard Time

Applications close: 31 May 2024 Singapore Standard Time

HR Manager
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=235128>

Downloaded On: May. 18, 2024 8:40pm

Posted Apr. 24, 2024, set to expire Aug. 24, 2024

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore