

<https://jobcitylive.com/jobs/hr-executive-job-in-schweiger-partners/>

## HR Executive

### Job Location

Singapore  
Remote work from: SG

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### Base Salary

SGD 1500 - SGD 25,00

### Qualifications

Bachelor's degree in Human Resources, Business Administration, or related field.

### Employment Type

Full-time

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### Description

## HR Executive Job in Schweiger & Partners Careers

Schweiger & Partners is looking for a talented HR Executive to join our team. If you are passionate about human resources and enjoy helping people, this is the right opportunity for you. As an HR Executive, you will play an important role in supporting HR operations and ensuring a smooth process for the company's growth.

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- Assist in recruitment and selection of candidates.
- Maintain employee records and files.
- Coordinate and schedule interviews for candidates.
- Help with onboarding new employees.
- Support the HR team with training and development programs.
- Ensure compliance with company policies and procedures.
- Handle employee inquiries and concerns.
- Assist in performance management processes.
- Prepare reports on HR activities and employee data.
- Help in organizing employee welfare programs.
- Assist in managing employee benefits.

### Hiring organization

Schweiger & Partners

### Date posted

January 16, 2025

### Valid through

24.06.2025

APPLY NOW

- Provide administrative support to the HR department.
- Help in organizing company events and activities.
- Work closely with other departments to understand their HR needs.
- Perform other HR-related tasks as required.

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**Skills:**

- Good communication skills, both written and verbal.
- Strong organizational skills and attention to detail.
- Ability to multitask and manage time effectively.
- Strong problem-solving abilities.
- Ability to work well with a team.
- Positive attitude and willingness to learn.
- Knowledge of HR software and tools is a plus.
- Ability to maintain confidentiality.
- Good interpersonal skills.
- Ability to work in a fast-paced environment.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Basic knowledge of HR functions and practices.
- Good understanding of labor laws and regulations.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong written and verbal communication skills.
- Ability to handle sensitive information professionally.

(adsbygoogle = window.adsbygoogle || []).push({}); **Experience:**

- Fresh graduates are welcome to apply.
- Prior experience in HR or administrative roles is a plus.
- Any internship experience in HR is a bonus.
- No experience is required, but a strong interest in HR is essential.

If you are excited to start your career in HR and want to be part of a dynamic team, **apply now!** Schweiger & Partners!