



<https://jobcitylive.com/jobs/human-resources-assistant-job-in-aver-asia-s-pte-ltd-careers/>

Human Resources Assistant

Job Location

Central Region, Singapore
Remote work from: SG

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

Base Salary

SGD 1,500 - SGD 2,500

Qualifications

Diploma or Degree in Human Resources, Business, or a related field.

Employment Type

Part-time

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

Description

Human Resources Assistant Job in Aver Asia (S) Pte Ltd Careers

Are you interested in Human Resources? Do you enjoy working with people and handling HR tasks? Aver Asia (S) Pte Ltd is looking for a **Human Resources Assistant** to join our team. In this role, you will support HR activities, maintain records, and assist in recruitment. If you are organized and have good communication skills, this job is perfect for you!

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

Responsibilities:

- Assist in recruitment and hiring processes.
- Post job openings and review applications.
- Schedule interviews and follow up with candidates.
- Maintain employee records and HR databases.
- Handle attendance and leave records.
- Support payroll processing and benefits administration.
- Help in organizing training and company events.
- Ensure company policies follow labor laws.
- Assist employees with HR-related questions.
- Perform other HR duties as assigned.

[yarpp template="list" limit=3]

Hiring organization

Aver Asia (S) Pte Ltd

Date posted

February 20, 2025

Valid through

28.02.2025

APPLY NOW

Skills Needed:

- Good communication and people skills.
- Basic knowledge of HR policies and procedures.
- Strong organization and time management skills.
- Ability to handle confidential information.
- Proficiency in MS Office (Excel, Word, Outlook).
- Willingness to learn and work in a team.

Qualifications:

- Diploma or Degree in Human Resources, Business, or a related field.
- Fresh graduates are welcome to apply.
- HR experience is a plus but not required.

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

Experience Required:

- 0 to 2 years of HR or administrative experience.
- Experience in recruitment or payroll is an advantage.

If you want to start your career in HR, apply now! We are looking for someone who is motivated and ready to grow with us.

Important Links