

HR Executive

Job Location

Central Region, Singapore
Remote work from: SG

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Base Salary

SGD 1,500 - SGD 2,000

Qualifications

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

Employment Type

Part-time

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Description

HR Executive Job in PKF-CAP LLP Careers

Are you interested in Human Resources? Do you enjoy working with people and handling office tasks? PKF-CAP LLP is looking for an **HR Executive** to join our team. In this role, you will manage employee records, help with hiring, and support daily HR activities. If you are organized and have good communication skills, this job is perfect for you!

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Responsibilities:

- Assist in hiring new employees.
- Post job openings and screen resumes.
- Arrange interviews and communicate with candidates.
- Prepare offer letters and employment contracts.
- Maintain employee records and update HR databases.
- Handle employee attendance and leave records.
- Assist in payroll processing and benefits administration.
- Help with employee training and development programs.
- Ensure company policies follow government rules.
- Support other HR tasks as needed.

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Skills Needed:

Hiring organization

PKF-CAP LLP

Date posted

February 20, 2025

Valid through

28.02.2025

APPLY NOW

- Good communication skills.
- Basic knowledge of HR policies and labor laws.
- Ability to handle confidential information.
- Strong organization and time management skills.
- Proficiency in MS Office (Excel, Word, Outlook).
- Problem-solving and teamwork abilities.

Qualifications:

- Diploma or Degree in Human Resources, Business, or a related field.
- Fresh graduates can apply.
- HR experience is a plus but not required.
- Willingness to learn and grow in the HR field.

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Experience Required:

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

If you are passionate about HR and want to build your career, apply now! We are looking for someone who is hardworking and eager to learn.

Important Links