

Human Resource Executive

Responsibilities:

- Handle the full spectrum of human resource functions such as recruitment and staffing, benefits and welfare administration, training and development and other HR development matters
- Develop, implement, review and update human resource policies to ensure consistency and accuracy
- Administer the various human resource functions with competence and excellence
- Maintain staff database and records with timely and accurate information

Requirements:

- Degree/Diploma in Human Resource or equivalent
- At least 3 years of relevant experience, preferably in the full spectrum of human resource functions
- Good understanding of local employment laws and regulations
- Good communication and interpersonal skills
- Experience with HR systems is a plus

If you are interested in any of the positions, please complete TCC Application Form and email it to us with your detailed resume to hr@trinity.sg. Please note that only shortlisted applicants will be contacted. Thank you.