

Job Description			
Position Title	HR Executive	Date	April, 2024
Department	HR		
Reporting Line	Deputy Managing Director	Job Level	Junior Executive
Job Grade	TBC	Salary Range	Negotiable
Summary			
Administer various HR duties and support IT matters			
Responsibilities			
HR	<ul style="list-style-type: none"> • Assist on payroll Administration. • Administer HRMS, ensuring employee database is maintained and up to date. • Work pass administration (Application, Renewal and Cancellation). • Administer employee C&B (H&S, WICI etc). • Administer employee on-boarding/off-boarding procedure including expatriates. • Assist on employee handbook review and update. • Assist on HR policies and procedures review and update. • Support on full cycle of recruitment exercise. • Support on annual audit for HR related part. • Assist on participate on PDPA. • Support learning and development for local employees. • Support on APEC business travel card for Japanese expatriates, liaising with both Japan HQ and expatriates. • Prepare various HR letters (Employment Contract, Promotion Letter, Employment Certification Letter, Bonus Letter etc). • Manage Confidential document (P-file etc). • Support with vendor for expatriates' income tax, IR21 and prepare local employee income tax and IR21. • Other ad-hoc duties may be assigned by superior. 		
IT	<ul style="list-style-type: none"> • Be a contact point for Company IT matters with IT vendors/HQ IT PIC. • Support IT projects • Administer licence renewals with IT Vendors. • Assist ICT equipment renewal (Network/PC/Monitor) • Administer various system user ID/PW 		
Requirements			
Academic Qualification	<ul style="list-style-type: none"> • Diploma in Human Resource Management, Business Management, Business Administration or related field. 		
Work Experience, Skills and other requirements	<ul style="list-style-type: none"> • At least 1-2 years of HR Generalist experience. • Competent in Excel, Word, Power Point. • Competent in HRMS and Payroll administration is a must. • Well verse in Employment Act and employment related regulations. • Good knowledge of the compliance with Tripartite Alliance Fair Employment Practices and guidelines • Professional in written and spoken English communication. • Able to multi-tasks and have the initiative to get jobs done. • Candidate must have initiative, self-motivated, energetic and enthusiastic individual. • A team player. 		