

HR Assistant

Job Description

- Provide full spectrum of Human Resource support
- Maintain accurate HR database and up-to-date employee records in personal files.
- Prepare, update, maintain and file all HR/Admin related documents
- In charge of training administration. Compile or administer training courses and update training courses
- Work pass applications (Work permit, SPASS, EP)
- Assist in preparing employment contract for new hires/contract renewal, confirmation letters and acceptance letter for resignation, work pass application
- Assist in travel arrangements and visa
- Assist in candidate interview arrangement
- Support company events
- Any other adhoc duties as assigned from time to time

Other Skills and Qualifications

- Candidate must possess at least GCE 'A' Level/ Nitec/ Professional Certificates or Diploma in Human Resource Management or its equivalent
- At least 2 years' relevant working experience
- Strong command of oral and written English
- Proficient in Microsoft Office applications and strong interpersonal skills
- Meticulous, self-motivated, and independent worker.
- Full time position

For Interested Applicants, please fill in the **Application Form** and send it to jobs@are.sg together with your **Updated Resumes**.