

Intern, HR & Administration

Jurong Island / JTC Summit (Near Jurong East MRT)

Responsibilities:

- Assist the HR & Admin Team in daily operation of full spectrum of HR activities in the areas of Recruitment & Selection, Training and Development, Employee Relation and HR Administration duties etc.
- Support and assist in on-going HR projects and initiatives including HR project coordination and HR project administrative matters.
- Support and assist in the staff learning and development (ie Online LMS coordination and certificates) and On-Job-Training matters for both Jurong Island and JTC corporate office.
- Support in the recruitment activities and new staff joining process such as screening resumes, interview scheduling and employee onboarding.
- Support and assist in employee relations and communication.
- Provide support for any HR administration matters in a timely and accurate manner.
- Any other ad-hoc HR & Admin tasks as assigned.

Requirements:

- Experience with Word, Excel and Powerpoint.
- Possess good time management, self-motivated and a team player.
- Quick learner and organised.
- Resourceful, proactive, and able to multitask effectively in a dynamic and fast-paced environment.
- Strong attention to detail and the ability to maintain accuracy.



Others:

- 5-day work week.
- Willingness to travel to Jurong Island, company transport is provided at Jurong East station.

Interested applicants, please forward your detailed resume including your last drawn salary, expected salary and date of availability to:

HR.SG@pacificlight.com.sg

Please indicate the position that you are applying on the subject.

(All applications will be treated in strictest confidence. We regret that only shortlisted candidates will be notified)

By submitting your personal data and/or resume to PacificLight (“us”) or to HR.SG@pacificlight.com.sg, you shall be deemed to have given consent to us collecting, using, and disclosing your personal data for the purpose of assessing your job application. Information collected may also be disclosed to PacificLight Group of Companies (“PacificLight”) which includes PacificLight Power Pte. Ltd and PacificLight Energy Pte. Ltd. for this purpose. Please read our privacy policy [here](#).

