

Responsibilities:

- Handle recruitment activities and staff joining process
- Assist in administering scholarship applications, evaluations and selection processes
- Support end-to-end internship processes, including recruitment, onboarding and assignment tracking
- Plan and execute staff engagement sessions
- Planning for staff learning and development and talent management
- Assist in medical and staff claims
- Assist in employee relations, benefits and staff communication
- Any other full spectrum of HR functions inclusive of HR Policies, Performance Appraisal, and Monthly Reports
- Any other ad-hoc HR & Admin tasks as assigned

Requirements:

- Diploma / Degree in Human Resource Management or Business Studies or equivalent. Diploma holders will be considered for an Officer position.
- Fresh graduates are welcome to apply.
- College degree may be waived if equivalent, extensive related experience can be demonstrated.
- At least 1 to 3 years of relevant HR experience
- Experience in power plant or energy related industry will be an advantage
- Good command of English.
- Good knowledge of Singapore Employment Act.
- Good interpersonal and communication skills.
- Proficient in MS Office especially Excel, Words and PowerPoint.
- Proactive, responsible, positive attitude, resourceful, and independent.
- Attention to details.





- Willing to take up new challenges.
- Able to handle stress and willing to meet urgent task with extra effort as assigned.

Others:

- 5-day work week
- Willingness to travel to Corporate/Site Office whenever required.
- For working location at Jurong Island: Company transport is provided at Jurong East MRT station

Interested applicants, please forward your detailed resume with enclosed photograph including your last drawn salary, expected salary and 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](#) “ to promote easy accessibility.



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