

## Officer / Executive, HR & Administration

Jurong Island / JTC Summit

### Responsibilities:

- Assist in processing of payroll, medical and staff claims
- Planning for staff learning and development and talent management
- Handle recruitment activities and staff joining process
- Assist in employee relations, benefits and staff communication
- Any other full spectrum of HR functions inclusive of HR Policies, Internship, 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
- At least 1 to 3 years of relevant HR experience
- Experience in engineering or energy related industry will be an advantage
- Good command of English
- Good knowledge of Singapore Employment Act and Industrial Relations Act
- Proficient in MS Office especially Excel, Words and PowerPoint
- Proactive, responsible, positive attitude, resourceful, and independent
- Able to handle stress and willing to meet urgent task with extra effort and time

### 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](mailto: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](mailto: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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