



PacificLight Power Pte Ltd is a Singapore based integrated energy company that strives to be a one-stop energy partner for businesses. It is a highly valued investment by two international corporations – FPM Power Holdings and PETRONAS Power Sdn Bhd. Our power plant, which houses a state-of-the-art 800 MW natural gas fired combined cycle facility has been supplying electricity via our subsidiary company, PacificLight Energy Pte Ltd, to Singapore consumers since 2013.

We are looking for candidates who are committed, talented and possess the needed passion to be successful in his/her job to join our team of experienced professionals. PacificLight strongly believes in developing our people through training and a performance-based reward system.

Officer / Executive, HR & Administration

Jurong Island / JTC Summit

Responsibilities:

- 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
- For working location at JTC Summit: 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)