



Chasen Logistics Services Limited

Chasen, one of the leading logistics service provider, specializing in equipment relocation is inviting suitably qualified candidates to join its growing team.

HR Admin Assistant

West - Jurong

Responsibilities & Duties:

- Provide general administrative support to the HR department and assist with daily HR administrative activities.
- Maintain and update employee records, documents, attendance, and timesheet records.
- Assist with attendance and timesheet checking, verification, and computation.
- Follow up with employees and departments on attendance and timesheet discrepancies.
- Maintain proper filing and records of attendance, timesheets, employee documents, and other HR-related records.
- Coordinate training arrangements, including course registration, scheduling, attendance, and related documentation.
- Assist with training administration, including maintaining training records, certificates, and course documents.
- Assist with preparing letters, forms, reports, and other HR-related documents as instructed.
- Perform data entry and maintain accurate employee and administrative information.
- Assist with scanning, printing, photocopying, document preparation, and filing.
- Support the HR team with daily operational coordination and administrative matters.
- Coordinate and follow up with employees and other departments on administrative matters.
- Assist with scheduling meetings, appointments, and other departmental arrangements.
- Assist with office supplies, stationery, and other administrative matters for the HR department.
- Provide administrative support for HR activities and ensure documents and records are properly maintained.
- Assist with any other ad-hoc administrative and coordination duties assigned by the HR Manager.

Requirements & Qualifications:

- ITE / Nitec / Higher Nitec or equivalent qualification.
- Prior administrative experience is preferred.
- Good organisational, coordination, and administrative skills.
- Basic knowledge of Microsoft Word and Excel.
- Comfortable working with attendance, timesheet, and numerical records.
- Good attention to detail and accuracy in handling documents and data.
- Responsible, organised, and able to manage multiple administrative tasks.
- Good communication and interpersonal skills.
- Able to work independently and work well with employees and different departments.
- **ITE / Nitec / Higher Nitec graduates are welcome to apply.**

If you're interested in becoming part of Chasen, please email your detailed resume stating your qualifications, experience, expected remuneration and contact number(s), with a recent photograph to:

The HR Department
Chasen Logistics Services Limited
18, Jalan Besut, (Off Jalan Terusan)
Singapore 619571
Email: hr.recruit@chasen-logistics.com

** All applications will be treated in strict confidence, we regret that only shortlisted candidates will be notified*