

## CHASEN LOGISTICS SERVICES LIMITED

Job Title: HR EXECUTIVE

Location: Jurong area, Singapore.

No. of Vacancies: 1

### **Responsibilities & Duties:**

This role will assist the Group HR Manager in recruiting process front-to-end, including sourcing and qualifying candidate, working consultatively with hiring managers to develop sourcing strategies to attract prospective candidates.

- Engage different sourcing strategies to attract applications for vacant roles, pre-screening, interview, hiring and on-boarding process.
- Team and coordinate with others of HR subsidiaries team to manage an efficient model of recruitment for Corporate and group of companies.
- Preparation of contracts and employment letters (to Executive level).
- To participate in career fairs and campus fairs actively.
- Administer and monitor performance management exercises and processes for Corporate and group of companies.
- Assist to coordinate corporate events such as D&D, outreach programs and Seminars. This include general insurance administration and enquiries.
- Tabulate and prepare monthly HR report for Group HR Manager. Respond to Statutory reports and surveys.
- Assist Group HR Manager in developing HR policies, processes
- To establish a working model for Chasen in-house recruitment model and processes.
- To engage and establish partnership with ITE and Polys and provide internship programs.

### **Requirements:**

- At least a Diploma in Business Administration, Human Resources or related fields.
- 3 to 6 years of experience will be preferred.
- Has keen eye for details and integrity.
- Proficient in Microsoft Excel skills.
- Able to work independently, meticulous, be organized and tight deadlines.
- To be able to build a strong relationships with line managers, ensuring a comprehensive understanding of their needs is achieved.

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to [Siowchian@chasen-logistics.com](mailto:Siowchian@chasen-logistics.com).

(All applications will be in strict confidence. We regret that only short-listed candidates will be notified.)