

Human Resource Manager

Responsibilities:

- Provide best practice HR advice and strategic HR planning in alignment with the organization's vision and values
- Assist the HR Director to oversee the operations and processes in the HR Department and lead the team to handle the full spectrum of HR functions for the organization with effectiveness, integrity and consistency
- Work with HR Director to develop, review, enhance and implement HR strategies, policies, processes and procedures for the attraction, motivation, development and retention of staff
- Compensation and benefits management which include review of salaries and benefits, increments, bonuses and promotions etc. as well as all compensation and payroll operational matters including monthly payroll, CPF, income tax submission etc.
- Manage the staff development process to ensure productive investment and evaluation for the organizational growth

Requirements:

- Bachelor's degree in Human Resource or equivalent
- At least 6 years of relevant experience with at least 3 years in managerial capacity
- Experience in full spectrum of human resource functions
- Preferably with experience in global HR practices

If you are interested in any of the positions, please complete TCC Application Form and email it to us with your detailed resume to hr@trinity.sg. Please note that only shortlisted applicants will be contacted. Thank you.