

HR ASSISTANT

Employment Type: Permanent, Full-time

Location: 10 Jalan Samulun, Singapore 629124

Job Description:

- Provide day-to-day administrative support to the HR department.
- Manage the InfoTech HR payroll and time-management system, including maintaining employee data, leave records, clocking times, allowances, and overtime pay.
- Oversee foreign-worker recruitment and administration, including MOM applications (e.g., prior-approval submissions, work-permit processing), security bonds, flight arrangements, medical check-ups, and housing/transport logistics.
- Liaise with internal stakeholders and external parties to identify training needs and arrange training programs.
- Source, evaluate, and coordinate with training providers/institutions to ensure high-quality training delivery.
- Process staff training-course applications in line with company policy and maintain accurate training records for audits.
- Prepare purchase requisitions and purchase orders for HR-related items and services via the company ERP system.
- Perform any other tasks as may be assigned by the supervisor.
- Ensure compliance with all relevant government regulations and the company's quality, safety, health, and environmental (QSHE) policies, practices, and procedures at all times.

Requirements

- Certificate in Human Resource or related studies with at least 3 years of HR generalist experience.
- Prior experience in the offshore marine industry will be an added advantage.
- Familiar with matters relating to foreign labour (work passes, EP/SP/WP procedure, security bond, application, renewal and cancellation processes).
- Good knowledge of government labour laws and the Employment Act.
- Familiarity with Info-tech's TMS and Info-Pay software will be an advantage.
- Proficiency in Tamil or Bengali is advantageous to facilitate welfare checks with South Asian migrant workers.
- Proficient in MS Office applications.
- Excellent communication skills, meticulous, resourceful, and able to multitask.
- A team player with the ability to work independently as well as in a team.

Interested applicants to email your resumes to careers@bakertech.com.sg stating expected salary and earliest possible start date.

For walk-ins, please call 6262 1380 to schedule an interview appointment.