**ADMIN OFFICER JOB DESCRIPTION**

**Job Description**

The HR and Admin Officer is directly responsible for the employee life cycle management of all employees at district level. In addition, she/he will lead the administrative function in the district, manage the admin assistant and in his/her absence handle administration directly.

**Duty & Requirements**

* Ensure all HR policies and processes are in place and up to date as per employee manual
  + Review and update all human resources policies to meet the organization’s needs
  + Advise line managers and other employees on employment law, policies and procedures
  + Ensure proper filing of personnel documents and maintain a digital archive of personnel documents
  + Ensure proper record keeping of attendance, leave and national/international travels
  + Follow standard recruitment process ensuring fairness, transparency and competition including recruitment of short-term consultants
  + Ensure recruitment process documentation with assessment sheets
  + Review/develop job descriptions in consultation with team leaders and ensure every staff has a JD in their personnel file
  + Ensure proper induction of a new employee following induction protocol. Review/update the induction protocol time to time
  + Review and update performance management system and ensure timely performance appraisals
  + Prepare staff development schedule in consultation with team leaders and keep track of employees training and ensure pre-and post-training reports
  + Review and update staff departure protocol and conduct severance processes of all staff as per departure protocol
  + Ensure proper orientation on HR issues to all new staff
  + Ensure staff insurance policies (Group life and medical insurance)
  + Review and advise updates on grievance policy and Code of Conduct

**Qualifications and skills:**

* + Degree or Diploma in Human Resources.
  + 3-4 years working experience in a similar capacity.
  + Added advantage if available immediate or within short notice.
  + Thorough understanding of Singapore labour and employment laws.
  + Good computer skills in spreadsheets and word processing.
  + Good organisation and interpersonal skills with ability to function in a multi-cultural environment.
  + Fluent spoken and written English.
  + Flexible, resourceful and able to perform despite tight schedules.
  + A high-level individual who is independent, proactive, with good attitude and mindset.
  + Must take initiative to complete task assigned.
  + Has a strong stakeholder focus and service-oriented attitude.
  + Adheres which are: Knowledgeable, Optimistic, Determined and Engaging