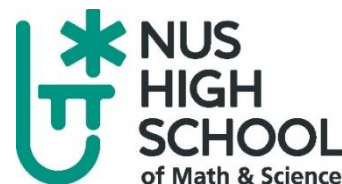


The NUS High School is a specialized school offering a seamless 6-year programme to students between the ages of 12+ and 18 years and who have an aptitude for Mathematics and Science. We invite suitable applicants for the following position.



EXECUTIVE, HUMAN RESOURCE

You will provide support to the Human Resource Department in human resource and administrative function in the school.

Key responsibilities:

- Manage activities in relation to recruitment, onboarding and offboarding for employees, new-hire orientations and data entry in human resources information systems (HRIS)
- Maintain employee files and records in electronic and paper form
- Generate official internal documents such as confirmation letters, employment letters and resignation acceptance letters
- Provide advice to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Track government-paid Leave (Paternity/Maternity/Childcare) for timely submission
- Ensure compliance with local employment legislations and update policies and procedures when necessary
- Other ad hoc HR functions as and when required

Requirements:

- Possess at least Diploma in Human Resource Management or equivalent qualification in relevant discipline with 3 years or more relevant working experience
- Excellent interpersonal and communication skills, both written and oral
- High IT literacy and strong numerical and analytical skills.
- Proficient in MS Office applications including MS Excel.
- Resourceful and self-driven with high degree of professional integrity.
- Positive work attitude and has initiative
- Meticulous and a good team player
- Experience in SuccessFactors is an advantage

Employment Terms:

June 2024 – February 2025

Remuneration will be commensurate with qualifications and experience. Interested applicants, please email your detailed resume to hr@highsch.nus.edu.sg by **4 May 2024**.

Only shortlisted candidates will be notified.