

ROLE PROFILE

Job Title	HR Administrator
Business Unit / Group Function	ODC
BU Team / Sub-Function	Human Resources
Location	Singapore
Leader	HR Advisor
People Leadership	No
Job Level	5
Role Purpose	
To provide full employee lifecycle administrative and HR project support to the ODC HR Team and business area.	
<ul style="list-style-type: none"> • Provide administrative support for HR activities such as recruitment, onboarding, offboarding, wider HR Projects and invoice processing. • Coordinate HR activities such as scheduling interviews for recruitment, exit interviews and meetings to ensure a consistent approach. • Assist with preparing communications and advice to employees on general HR queries. • Maintain and administer the HR Systems, inputting, updating and reconciling data as required to ensure that information held within the system is current and accurate. • Maintain accurate and timely HR Data for business area on a regular basis including trackers, organisation charts and generating reports. • Support the implementation of a new HR system through development of database, maintenance and data cleaning on a regular basis to ensure on-going data integrity and accurate data is provided for system implementation. • Work with other areas of HR to provide necessary information for HR processes and to seek advice where required and review existing HR processes and offer suggestions for improvements to enhance efficiency of HR Service delivery. 	
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Date of last revision:	

<p>Working with People</p> <ul style="list-style-type: none"> • Demonstrates an interest in and understanding of others • Adapts to the team and builds team spirit • Recognises and rewards the contribution of others • Listens, consults others and communicates proactively • Supports and cares for others • Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses 	<p>Analysing</p> <ul style="list-style-type: none"> • Analyses numerical data, verbal data and all other sources of information • Breaks information into component parts, patterns and relationships • Probes for further information or greater understanding of a problem • Makes rational judgements from the available information and analysis • Produces workable solutions to a range of problems • Demonstrates an understanding of how one issue may be a part of a much larger system
<p>Delivering Results & Meeting Customer Expectations</p> <ul style="list-style-type: none"> • Focuses on customer needs and satisfaction • Sets high standards for quality and quantity • Monitors and maintains quality and productivity • Works in a systematic, methodical and orderly way • Consistently achieves project goals. 	<p>Following Instructions and Procedures</p> <ul style="list-style-type: none"> • Appropriately follows instructions from others without unnecessarily challenging authority • Follows procedures and policies • Keeps to schedules; arrives punctually for work and meetings • Demonstrates commitment to the organisation • Complies with legal obligations and safety requirements of the role.
<p>Planning and Organising</p> <ul style="list-style-type: none"> • Sets clearly defined objectives • Plans activities and projects well in advance and takes account of possible changing circumstances • Manages time effectively • Identifies and organises resources needed to accomplish tasks • Monitors performance against deadlines and milestones 	<p>Adapting and Responding to Change</p> <ul style="list-style-type: none"> • Adapts to changing circumstances • Accepts new ideas and change initiatives • Adapts interpersonal style to suit different people or situations • Shows respect and sensitivity towards cultural and religious differences • Deals with ambiguity, making positive use of the opportunities it presents

Skills and Qualifications:

- 1-2 years of administrative experience; HR administrative experience is preferred
- Highly proficient in Microsoft Excel and PowerPoint
- High level of numeracy and IT skills – comfortable with generating reports and analysing large data sets
- Knowledge of HR systems
- Excellent organisation skills, strong attention to detail and process-oriented
- Able to work independently and collaboratively in a fast-paced environment