

ROLE PROFILE

Job Title	HR Administrator
Business Unit	BBU
Function/Region	Human Resources
Location	Singapore
Leader	HR Manager – SEA
People Leadership	No
Level	5
Role Purpose: To provide administrative support for all HR activities in Southeast Asia (SEA) and APAC Global Travel Retail (GTR) markets as well as L&D activities across APAC.	
Accountabilities: <ul style="list-style-type: none"> Responsible for all administrative support in SEA across the entire employee lifecycle including but not limited to the Onboarding and Leaver process, Benefits, Payroll, Learning & Development, Recruitment and address any ad hoc employee queries on HR practices Proactively act as the first point of contact for all employee benefit support and queries in SEA, including benefits enrolment and ensuring employees' information is accurate and updated Co-ordination of accurate and timely monthly payroll reporting directly to Payroll and external vendors for SEA Provide end-to-end recruitment administration support for SEA and APAC GTR which includes publication of job advertisements, organizing interviews, generating employment contracts, organization of pre-employment checks and onboarding Proactively maintain and administer accurate and timely HR data in internal systems for SEA and APAC GTR. Input, update and reconcile data as required to ensure information is current and accurate Maintain employee files (electronic) for SEA and APAC GTR in shared drive, ensuring files are kept in an organised, structured manner Manage the administration of local and central Learning & Development initiatives across the APAC region including but not limited to new hire induction/onboarding, Insights Discovery sessions, Essentials of Leadership/Aspiring Leaders Programmes, any ad-hoc training support and employee engagement activities required Responsible for visa management, ensuring employment passes are renewed on a timely basis, supporting in the application, renewal, and cancellation of passes Manage Singapore government transactions, including application of military reservist claims, maternity claims, Skills Future credits government funding claims, posting of vacancies on the government career job portal Support and coordinate Singapore office events, meetings, Townhalls, conferences as well as all employee engagement activities 	
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Date:	1 August 2022