

Snr Executive/Asst Manager, Human Resource

Key Attributes:

People Person. Meticulous. Resourceful.

Role Description:

Reporting to the Director, you are responsible for full spectrum of Human Resource including but not limited to talent acquisition and retention, employee relations, performance and compensation planning, learning & development, succession planning, organisation development and effective leadership practices.

Experience:

4 – 6 years of experience ideally in service industry.

Requirements:

Fluent with Singapore's Employment Laws and Practices. Meticulous and able to maintain strict confidentiality of information.

Education:

You should possess a tertiary academic qualification in Human Resource.

To Apply: Email resume to career@ducktours.com.sg with an attached photo and job title as subject header

We regret that only shortlisted candidates will be notified.