

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed

Position Title	HR Executive	Reference: 161209
Function/Department	Human Resources	Location: Stamford
Manager Name & Title	Head of Human Resources	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- Provide first level HR support for Stamford American International School Singapore around HR administration, ensuring a high level of customer service via accurate and error free execution.
- Provide administrative support and coordination for the full spectrum of HR, supporting the school's Human Resources team.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.

Talent Acquisition

- Review incoming job applications and forward to appropriate hiring manager
- Provide assistance in the recruitment process from interview co-ordination, reference checks, background check and offer letters
- Responsible for obtaining and filing relevant supporting documentations such as identity cards, passports, certifications and qualifications, for submission and filing
- Responsible for work pass applications, renewals and cancellations
- Responsible for the coordination of medical plan enrolments, pre-employment medicals, IT and administrative set up of all new employees and updating relevant database
- Monitoring the probation process and confirmation of employment
- Coordination of the relocation process for overseas hired teachers including reviewing & approving quotation from the shipping companies and approving flights claims
- Coordinate with real estate agents on the housing loan assistance process for overseas hired teachers

Compensation and Benefit Administration

- As the payroll administrator, overall in-charge of the monthly payroll process with outsourced vendor
- Administration of staff e-leave including new employee set up, change of leave approvers, filing of supporting documents, tracking of leave records and general enquiries
- Administration of the NS Make-up claims process with outsourced vendor
- Administration and managing the government paid leave claims process
- Maintenance and documentation of relevant personnel files.
- Updating of the HR documents and spreadsheets – employee database, insurance database, etc
- Co-ordination of annual contract review for employees
- Administration of health insurance matters for employees, e.g. enrolments and terminations.

Other Duties

- Monitor expiry of work passes and arrange for renewals
- Inform the Ministry of Manpower of changes to employee details

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- Manage and maintain documentation required for relief teachers' and Nurse registration with the authorities.
- Responsible for new staff Induction
- Provide support and assist in the CPE / Edu-trust license renewal process
- Exit formalities for staff
- Any other duty as assigned by the Head of HR

Position Requirements

- At least 3 years' experience in a HR generalist role, including payroll management
- Experience in HRIS implementation is preferred
- Sound working knowledge of Singapore employment laws and regulations
- Good communication skills in English, both verbal and written
- Knowledge of Mandarin is desirable
- Excellent IT skills with good MS Office knowledge, especially Excel
- Ability to work under pressure and use of initiative is essential
- Highly motivated with an eye for detail and quality of work
- Must be reliable and flexible, with ability to multitask and meet deadlines
- Ability to work independently, as well as in a small team
- Experience of working in a multi-cultural and diverse environment

Qualifications

- Degree in HR or related discipline

Contacts

- All school based employees
- HR team at Cognita Asia
- Government bodies such as MOM, WDA, and CPE

Working Conditions

- Duties performed within a school environment
- Extended working hours to complete projects may be required

Terms of Employment

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|---------------------|------------------------------------------------------|
| • Working Hours | 8:00 am – 5:00 pm, Monday to Friday |
| • Annual Leave | 18 working days |
| • Medical Benefits: | Medical insurance provided where applicable |
| • Sick Leave/Hosp: | 14 days sick leave and 60 days hospitalization leave |
| • Probation Period: | 3 months from date of commencement |
| • Pre-medical exam: | Required |
| • Referee request: | Required |
| • Background Check: | Required |