

About The Working Capitol

The Working Capitol, founded in 2015, is a co-working and lifestyle hub anchoring the Keong Saik neighbourhood with its 100,000 square foot Campus. Focused on creating solutions-based office space, it offers a unique experience through the adaptive re-use of conservation buildings, bringing the future of workplace into a historically rich neighbourhood.

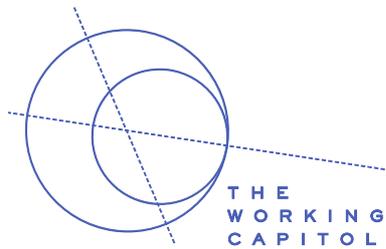
The hybrid Campus experience incorporates co-working, private offices and custom enterprise spaces, elevated with a community of ambitious members, comprehensive programming and curated all-day F&B creating vibrant, resilient and sustainable lifestyle destination and brand.

We are looking for a Human Resource Executive to join us

As HR Executive you will be responsible for all HR activities within the organisation. This is currently an individual contributor role, reporting to the Head of Corporate Services. The successful candidate must be comfortable working independently in a hands-on role. The organisation has approximately 15 employees and growing. As the business expands, there will be career progression for the right candidate, who can successfully build out the HR function. Full-time, part-time, or flexible work options will be considered.

Your main job responsibilities will include:

- Development of HR policies and procedures in line with industry best practice and local employment laws
- In-charge of the execution of end-to-end HR operational processes
- Managing employee life cycle, including recruiting, onboarding, development, and exits
- Responsible for proactive sourcing of candidates, screening of CV/profiles, preparing interview documents, conducting interviews, following up on meetings and closing all communications
- Write and post job advertisements
- HR Administration including employment contracts, maintenance of employment records, HR policies, MOM work pass administration and ad hoc administration
- Manage government Training Grants and Subsidies
- Implementation of a performance management system
- Manage and organise employee events such as townhalls, awaydays and other ad hoc events
- Monthly management reporting including updates on MOM guidelines and laws
- Assist in ad hoc administration tasks as required across the organisation



You will excel in this role if you have the following skills and experience:

- 2 to 5 years' experience in a HR role
- Ability to design, document and implement HR policies
- Can manage full employee lifecycle from recruitment through to exit
- Knowledge and hands-on work experience of Singapore Employment Law
- Familiar with MOM work pass administration and writing employee contracts
- Utilising social media such as LinkedIn, to source candidates
- Dedicated, meticulous and organised individual who has strong time management skills and is committed to execution
- Takes initiative in problem-solving and improving processes across HR
- Is comfortable working independently and taking full accountability
- Can confidently advise on HR matters including employment law and HR best practices
- Good teamwork and positive work attitude
- Comfortable in a hands-on role
- Communicates in a clear concise manner, both written and verbally
- Proficient in MS Office

If you are excited by the challenge, please drop us a message or email to myra@theworkingcapitol.com with the subject: Application for Human Resource Executive