

LAKESIDE FAMILY SERVICES

TYPICALLY REPLIES IN 30 DAYS

HR Executive

MCF-2025-1264918

THE AGAPE, 21 YUNG HO ROAD 618593 Full Time Junior Executive 2 years exp

Human Resources

\$2,800 to \$3,800 *Monthly*

38 applications Posted 25 Aug 2025 Closing on 24 Sep 2025

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Roles & Responsibilities

We seek a committed HR Executive to serve alongside us in stewarding core HR functions. If you're passionate about shaping meaningful employee experiences and fostering a positive, values-aligned workplace culture, we would love to have you on our team!

In this role, you will be involved in a broad spectrum of HR responsibilities. Your contributions will help cultivate a workplace where people feel supported, empowered and aligned with our mission.

Responsibilities:

Support Manager in stewarding HR operations throughout the employee life cycle, guided by organizational policies and in compliance with labour regulations.

- Coordinate and administer recruitment and onboarding requirements and conduct staff orientation
- Process timely monthly payroll accurately, including annual income preparation & submissions to IRAS
- Process training and development requests, coordinate with training vendors on registration and payments; manage training budget and grant applications as applicable
- Implement employee engagement initiatives to improve employee experience and organise employee bonding activities

- Administer annual performance appraisal process
- Process offboarding clearance and conduct exit interviews
- Maintain accurate and up-to-date HR records and documentation
- Attend to enquiries from applicants and employees
- Undertake other relevant duties as assigned

Requirements:

- Diploma or Degree in Human Resources or Business Administration
- At least 2 years of hands-on HR experience in a similar role preferred. Candidates with less experience may be considered for the HR Assistant position.
- Working knowledge of Singapore labour laws and regulations
- High integrity, resilient, service-oriented mindset
- Effective empathic communication and interpersonal skills
- Strong team player, resourceful, attention to details
- Proficient in Microsoft Office applications, with prior experience using HRMS
- Able to liaise effectively with government authorities on HR-related matters
- Interest in working in the Social Service sector

Only shortlisted candidates will be notified.