



## Executive - HR Service Center (6 months contract)

### Job description

"Being part of Human Resources Service Center team, you will provides critical support to all employees on transactional processes ranging from recruitment to employee services. Excellent customer service skills, welcoming and helpful attitude is a must."

Being part of Human Resources Service Center team, you will provides critical support to all employees on transactional processes ranging from recruitment to employee services. Excellent customer service skills, welcoming and helpful attitude is a must. In your new role you will:

- actively engage in process improvement including identification of opportunities for gaining process efficiency and implementing the actions.
- be part of HR Service Center team that provides transactional HR services to ensure quality service delivery to our managers, employees and HR internal stakeholders.
- be responsible in the areas of Employee Services and Recruiting Services. Employee Services cover (and will not be limited to) correctness and timeliness of employee data maintenance in HR systems and tools, on-boarding/off-boarding administration, leave administration, contract renewal administration and primarily ensuring that general HR enquiries and requests are attended to effectively and timely. Recruiting Services will include interview arrangements, conducting pre-employment screening, contract preparation and supporting some onboarding activities.

### Profile

You are best equipped for this task if you have:

- Able to operate with a large degree of independence
- Strong customer focus; Process-oriented; Proactive
- Keen on working with IT systems and tools, prior experience with using SAP Organisation Management and Personnel Administration modules will be an advantage
- Good understanding of Singapore employment-related passes and legislations.
- Bachelor's Degree/Diploma in Business Admin with at least two years of working experience in a HR or shared service environment

### At a glance

Location: **Singapore**  
Job ID: **39624**  
Start date: **immediately**  
Entry level: **Professionals / experienced**  
Type: **Full time**  
Contract: **Temporary**

Apply to this position online by following the URL and entering the Job ID in our job search:

Job ID: **39624**  
[www.infineon.com/jobs](http://www.infineon.com/jobs)

