



RSVP Singapore – The Organisation of Senior Volunteers invites application for Senior Associate, Corporate Services (HR and Administrative)

Job Description - Key Responsibilities

Human Resource Management

Ensure efficiency in HR delivery and provide key subject matter support in HR matters.

Manage full spectrum of HR generalist duties which includes, but not limited to:

- Oversee the overall day-to-day HR operations and functions.
- Maintain and update personal files, employee information and leave records to ensure all documents are complete, accurate and up-to date.
- Recruitment - administers and manages recruitment and hiring via various relevant channels. Responsibilities include shortlisting candidates, managing interviews process, job offering, orientation, onboarding and offboarding
- Benefits administration - prepare, handle and manage the organisation's annual insurance policies and staff leave management
- Assist to coordinate training and development programs and activities for staff, and administer timely grant applications with sponsors
- Manage Internship and Traineeship Programme – including application, recruitment, management of interns and trainees and reimbursement process where applicable
- Support the development and implementation of HR policies, standard operating procedures, update employee handbook templates, as well as manage HR contents on internal knowledge system.
- Depending on the qualification and experience of candidate, payroll administration may be included.

Office Administration

Support and manage up-keep of overall office facilities (including but not limited to general office cleanliness and maintenance, office supplies and equipment, Pantry).

- Assist Safety Officer in matters of workplace safety and safe management.
- Provide office administrative support to the organisation and assist at RSVP events when needed.

Skills and Experience Requirements

- Diploma/ Degree holder in Human Resources Management or relevant field
- Familiarity with Human Resources Information Systems (HRIS)
- Knowledgeable of Employment Act & local labour practices.
- High level of integrity & confidentiality with strong work ethics

- Team Player with good communication and organization skills
- Resourceful, tactful with positive attitude, committed and meticulous
- Working experience in the social service sector will be an advantage

“A collaborative and progressive journey with like-minded professionals and senior volunteers”

To apply, please submit resume and cover letter attention to our Hiring Manager at general@rsvp.org.sg. Only shortlisted candidates will be notified.
For more info on RSVP Singapore, visit our website www.rsvp.org.sg