

Job Description

Position: People & Culture Manager

Established in 2003, GroupG Asia Pacific, headquartered in Singapore, is a group of companies committed to delivering comprehensive, sustainable, and cutting-edge specialty ingredient solutions across the food, cosmetic, pharmaceutical, feed & farm sectors. With over 20 years of industry experience, we are known as a reliable partner, collaborating with top manufacturers and providing consulting services worldwide and nationwide.

As we enter a new phase of growth and progress, our goal is to be ranked among the top 5 companies in Asia by 2030. In pursuit of this vision, we actively look for talented individuals to join our team. Together, we will lead our strategic initiatives, shaping the future trajectory of our company and establishing new benchmarks of excellence in our fields.

To find out more about GroupG Asia Pacific, please visit our website at <https://www.groupg.com.sg>. Join us as we pave the way for innovation and success in the years ahead!

Responsibilities

1. Strategic HR Management:

- Develop and implement HR strategies aligned with the company's business objectives.
- Establish and enforce effective HR policies and procedures to optimize workforce efficiency.
- Ensure compliance with labor laws, social insurance regulations, and personal income tax policies.

2. Recruitment and Talent Development:

- Develop recruitment strategies and programs to attract top talent.
- Organize interviews, evaluate candidates, and make hiring decisions.
- Create and manage internal training programs to enhance employee skills and capabilities.
- Develop career progression plans and succession strategies within the organization.

3. Daily HR Operations:

- Oversee payroll, attendance, compensation, and benefits management.
- Address employee relations issues, including grievance resolution and disciplinary actions.
- Monitor employee performance and organize regular evaluations.

4. Building Corporate Culture:

- Foster a positive work environment and promote corporate culture.

- Organize team-building activities, internal events, and employee engagement programs.
- Reinforce core values and teamwork spirit across the organization.

5. Administrative Management:

- Direct and oversee office administration activities, including asset management, equipment, facilities, and transportation.
- Ensure proper implementation of the company's administrative policies and procedures.
- Manage company records, documents, contracts, and legal-related matters.
- Collaborate with other departments to ensure smooth administrative operations.

6. Training and Development Management:

- Develop annual training and development plans, including programs on professional skills, soft skills, and management knowledge.
- Implement and monitor internal and external training programs.
- Evaluate the effectiveness of training programs, adjusting content and methods to meet organizational needs.
- Promote a continuous learning and development mindset across the company.

Qualifications

- Bachelor's degree in Human Resources, Economics, Business Administration, or related fields.
- At least 5 years of experience in HR and administrative management, with at least 2 years in a managerial position.
- Proficiency in office administration and organizational management
- Strong communication, negotiation, and problem-solving skills
- Good English communication skills (both written and verbal)

If you would like to apply for the job, send your resume and cover letter to [**pnc@groupg.com.sg**](mailto:pnc@groupg.com.sg)