



HR Senior Executive/Manager

Come join us at our clinic where you can make a difference!

The Company:

Oriental Remedies Group (ORG) provides an exceptionally high level of care for our patients, offering effective treatments grounded in Traditional Chinese Medicine (TCM) and cutting edge technology-enhanced therapies to build a wellness community for all mankind.

- Patients love us - our Physicians are very skillful and bilingual in both Mandarin and English
- Our company culture builds connections, careers, and employee growth!

The Position:

We are looking for a Full Time HR Senior Executive/Manager in our clinic branches (Jurong East and East Coast) who:

- Reports to Head of Strategy and Planning
- Coordinate with all departments on hiring plans, resignations, confirmation and all HR related matters
- Implement performance review procedures (e.g. quarterly/annual and 360° evaluations)
- Develop fair HR policies and handbook and ensure employees' compliance
- Implement effective sourcing, screening and interviewing techniques
- Perform daily HR duties from on-boarding to off-boarding
- Assess training needs and coordinate learning and development initiatives for all employees e.g. lunch and learn
- Provide relevant training for employees
- Monitor HR department's budget
- Act as the point of contact regarding labor legislation issues
- Manage employees' grievances
- Oversee daily operations of the HR department
- Ensure timely & accurate submissions in all government and related claims, e.g. CPF, Childcare Leave, Maternity/Paternity Leave, NS makeup claims, income tax (IR8A & IR21) matters etc.
- Improve team culture and bonding; Organize team bonding and training activities
- Apply for business grants and track progress

Job Requirements:

- Possess a Diploma or Degree in Human Resources or Administrative / Business Studies
- Proven work experience as an HR Executive, HR Manager or similar role
- A team player with a strong sense of responsibility & self-motivation to get tasks done independently
- Good knowledge of labor legislation (particularly employment contracts, employee leaves and insurance)
- Demonstrable leadership abilities
- Solid communication skills
- Familiar with MOM regulations and HR practices

If you're interested to join Oriental Remedies Group, send your updated CV to us at hello@orientalremediesgroup.com and we will get in touch if you are shortlisted for a vacant role.