

Head of Human Resources – Singapore

- Based in Singapore

- Annual Package: Cash Compensation Negotiable + Performance Bonus + Benefits

ERLMS Limited is a professional management consulting firm specialising in providing Organisational & Human Resource Management Consulting, IT System Development & Solution and Executive Search services to companies worldwide.

Our client, a reputable Financial Institution, is seeking a Head of Human Resources to be responsible for the Human Resources function of its organisation in Singapore.

Reporting to the Managing Director, Singapore, your primary responsibilities include:

- Lead the overall strategic and operational activities of the Human Resources Function in Singapore.
- Lead, direct and manage the development, design and implementation of the company's human resource management and organisational development strategies, plans and systems in Singapore, ensuring overall competitiveness and alignment with country business objectives, and regional and corporate business directions and goals.
- Act as the advisor for the company on all people development and management related issues.
- Act as the country representative within the global HR team and lead HR initiatives as assigned by regional office.
- Prepare and recommend annual budget and lead in annual salary review and other ad hoc projects and processes.
- Leading the development of the organisation's HR frameworks; reviewing, developing and implementing consistent and effective HR policies and systems while adapting to the local predominant market practices, local statutory regulations and corporate policies.
- Review current HR, compensation and benefits policies and administration systems, procedures and processes and recommend new policies, systems, procedures and processes to ensure market competitiveness and efficiency of systems and processes, including designing and developing appropriate communication strategies to support the roll-out of new policies and programmes.
- Liaise with line managers and regional and head offices to ensure effective HR strategies and programmes are implemented.
- Develop and deliver training to Functional Managers and the Singapore HR team to equip them with the knowledge and skills in communicating and implementing HR initiatives and plans.
- Stay abreast of the market trends, country legal and regulatory changes and competitors' practices, keep business leaders and HR team up-to-date, identify areas of long-term development within the HR environment, research issues, and propose and develop solutions to overcome country HR operational issues.
- Hire, lead, train and motivate and build strong HR team capability to ensure strategies and plans support local country business goals, to perform to achieve desired results and to provide excellent HR services to different business functions within the organisation.
- Providing direction to the HR team to ensure all policies and plans being implemented are in compliance with country legislative regulations and in line with regional and corporate policies and guidelines.
- Identify, establish, build and manage strong relationships with external consulting firms and training providers, universities and other institutions.

KEY SKILL AND ATTRIBUTE REQUIREMENTS

- All rounded HR Generalist with strong business sense, influential, communication and networking skills.
- Demonstrate sound level of knowledge and skills in the design and delivery of HR solutions and services with experience in deploying various practices and methodologies such as recruitment and selection processes, learning and development strategies and programmes, position analysis, position evaluation, performance management, salary planning and review, incentive and retention programmes design, and HRIS system review and roll-out etc.
- Ability to see the big picture and to think long term perspectives.
- Computer literate with strong analytical and project management skills.
- Comfortable at dealing with people of all levels and nationalities.
- Strong interpersonal, presentation and persuasive skills that can influence senior management.
- Good command of written and spoken English; additional Asian languages a plus.

WORK EXPERIENCE AND QUALIFICATION

- Bachelor degree in Business Administration or Human Resource Management.
- Minimum of 12 years of working experience; of which 8 years must be in human resource management areas.
- Experience working within financial institution is a definite asset.

The Hiring Company would like to have someone on board as soon as possible. Interested candidates, please send in your application immediately.

To apply, please email your detailed resume with a covering letter explaining your suitability for the position to ERLMS Limited on executivesearch@erlms.com. Please also indicate in the resume your current and expected salary packages.

ERLMS Limited
Management Consulting & Services

All information collected is solely for recruitment purpose and will be treated in the strictest confidence.