



Singapore Airlines is one of the leading and most awarded airlines worldwide, with customers and industry alike recognizing our unwavering commitment to service excellence. With a commitment to fleet modernization, product and service innovation and market leadership, Singapore Airlines has evolved into one of the world's most respected travel brands. We are inviting suitable candidates to apply for the position of:

(Senior) Officer HR & Administration

Location: Schiphol, The Netherlands

JOB PURPOSE

The successful candidate will handle HR and administrative matters of Singapore Airlines (SIA) in the Benelux in accordance with the corporate HR policies of the company and in line with local legislation. The aspirant will liaise with the country management to provide advice on HR matters and policies and is required to work and coordinate closely on payroll and administration matters within the Finance, Admin & HR team, in which the position is hosted.

RESPONSIBILITIES

- **Workforce administration**
 - Manages and ensures operational efficiency, accuracy and timeliness in handling workforce admin matters including but not limited to bulk payments (e.g. salaries, bonuses, salary adjustments, etc.), posted staff taxation matters, contract renewals, promotions, appointments, staff departures/clearances, leave quota and adjustment, staff travel;
 - Ensures timely and accurate review, preparation and submission of HR-related analyses;
 - Keeps abreast of local regulations and company policies to ensure compliance in administration of workforce matters;
 - Handles recruitments, selection processes, resignations;
 - Supports HR System enhancements and manages staff appraisal system;
 - Liaises with country management and Finance/Admin department on workforce administration and payment matters
- **One-stop service for staff**
 - Manages and follows through queries/requests from management and employees;
 - Supports continuous improvement of local HR policies and knowledge base;
 - Extracts and conducts analysis of statistics/data for management reporting
- **Key projects**
 - Manages pension scheme and coordinates with management and external parties on related matters;
 - Implements and manages new HR and staff appraisal systems;
 - Evolves local HR policy and ensures station complies with the local law
- **Administration**
 - Works closely with Head Finance & Admin on station administration matters and provides support on select Finance functions;
 - Proactively seeks areas of improvement in processes and procedures at station and recommends changes or automation proposals (wherever feasible) which not only benefit station but positively impact the entire network

RELEVANT QUALIFICATIONS & EXPERIENCE

- Diploma in Human Resources or related field.
- Proven experience in Human Resources and/or experience in HR shared services / service centre operations with knowledge in HR management system (HRMS), e.g. SuccessFactors, Workday.
- Working experience with an airline is an advantage.
- Analytical, meticulous, detail-oriented with strong numerical competency.
- Able to work independently and with tight timelines and shifting priorities.
- Team player with strong interpersonal and communication skills; able to manage difficult stakeholders and business users.
- Knowledge of and familiarity with local labor legislation and taxation laws.
- Experience in dealing with various internal and external stakeholders at different levels.
- Proficient in MS Office with a very good command of English.
- Good writing skills with ability to articulate thoughts and ideas clearly and effectively.

If you are an open-minded and flexible person who is looking for new challenges and is capable in contributing to the future success of one of the most prestigious travel brands, we are interested in getting to know you. **Please submit your application including your resume and motivation letter to AMS_Admin@singaporeair.com.sg by 9 March 2022.** Please indicate your earliest possible joining date and expected salary. Only short-listed candidates will be notified.