

## HR EXECUTIVE (PAYROLL)

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## ANGLICAN PRESCHOOL SERVICES

### **HUMAN RESOURCE EXECUTIVE (PAYROLL) FOR ANGLICAN PRESCHOOL SERVICES**

5 days work week, Hybrid work arrangement

#### **ABOUT APS**

Anglican Preschool Services (APS) is a faith-based preschool operator and an entity of the Anglican Diocese of Singapore. We operate 18 preschools including Little Seeds Preschool, St. Hilda's Kindergarten, St. James' Church Kindergarten, St. Paul's Church Kindergarten, and The Ascension Kindergarten.

We seek to bridge the Church and community through high quality, values-based early childhood education. We are dedicated to sowing seeds and transforming lives within our nurturing environment so each child can discover their God-given potential, and are looking for like-minded, passionate individuals who want to join us on this journey.

We are a community of learners and life-givers, and there is a sense of family here at APS. We have a safe space where all staff members can share their hearts openly, and know that they are always being considered. We're looking for people not just here to teach or do a job, but to learn. We desire to grow reflective and thoughtful team members who are stirred by a passion for education.

**That's where you come in. If what you've read so far has deeply resonated with you, read on.**

We are looking for an HR Executive to be part of the HR team responsible for the efficient maintenance and use of HR records, ensure records compliance with statutory requirements, administer relief staff payroll and employee lifecycle processes.

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### RESPONSIBILITIES

- Cultivate a deep understanding of our organisation and culture
- Responsible for the implementation of organisation compensation & benefits plan
- Administer payroll and ensure compliance with statutory requirements
  - Accurate and timely payroll, employee contributions and claims processing
  - Process timesheet payments
  - Responsible for employee lifecycle processes
- Ability to maintain a strong sense of confidentiality of the information handled
- Work collaboratively with the HR team and all staff to fulfil the role function
- Represent our team in ad-hoc/organisation-wide projects and any other tasks assigned

### REQUIREMENTS

- Minimum 3 years of working experience in HR would be preferred
- Minimum Diploma (preferably in HR/ Business field)
- Good knowledge of Singapore Employment law and sector statutory requirements
- Good Microsoft applications skills
- Possess strong interpersonal and communication skills

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### **You'll fit the bill if you are ...**

- Approachable and accessible

You enjoy engaging with everyone in our organisation from our teachers to CEO (Chief Executive Officer), to centre cooks.

- At home in a dynamic and fast paced space

We are a fast-growing organisation; every day can look a little different. It is an exciting season for us!

- A go getter with a growth mindset

You believe in possibilities. You see failure as learning opportunities. You appreciate the need for hard work. You push through challenges. You want to build people up.

- A planner and problem solver

You look ahead, navigate the road bumps, and find multiple pathways to one destination.

- A team player

You appreciate the contributions of others and are happy to work independently when the occasion calls for it. You actively look to value add to situations but are sensitive enough to know it is time to take a step back.

- Deeply respectful of people and their stories

You are the communication hub of sensitive and confidential information. You know when to listen closely and to speak gently.

- Detail oriented

John Wooden says it all, "It's the little details that are vital. Little things make big things happen."

- Fascinated by human connection

You are naturally intrigued by humans - what draws people? what motivates communities? You have to want to understand humans. They are what you believe to be a resource, after all.

- Organised

You are part of the solution that creates order for our community.

We would love to have you join our family!

It would be great if you can include the following in your Resume: Academic & Professional Qualifications, Work and Volunteering experiences, Skills and References.

For more information, please visit our website and submit your application by clicking on 'Apply Now'.

We apologise that only shortlisted candidates will be notified.