

---

<b>JOB TITLE</b>	HCM Senior Associate
<b>REPORTS TO</b>	Head, Human Capital Management
<b>KEY INTERACTIONS</b>	Departmental Heads, Business Heads, Unit Heads

---

### **OVERVIEW**

1. The ideal candidate will support the Human Resources Function across all spectrums of Human Capital Management.
2. The HR will perform the role of a Human Resources Generalist with daily functions covering recruitment of staff, administering pay, benefits, and leave, developing HR policies and practices and implementing talent management strategies in line with global best practice

### **MAIN RESPONSIBILITIES**

1. Administering compensation and benefit plans.
2. Assisting in talent acquisition and recruitment processes.
3. Conducting employee onboarding and help plan training & development.
4. Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.
5. Promote HR programs to create an efficient and conflict-free workplace.
6. Assist in development and implementation of human resources policies.
7. Undertake task around performance and talent management.
8. Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates Organize quarterly and annual employee performance reviews.
9. Maintain employee files and records in electronic and paper form.
10. Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities.
11. Ensure compliance with labor regulations.
12. Performs other duties as assigned by the Unit Head
13. Support with the development of internal and external presentations and work on assignments as directed by the Head of HCM & Admin.
14. Liaise with colleagues across functions/subsidiaries and work collaboratively to achieve overall HR strategy of the Group.

### **Time Allocation**

1. Technical (90%)
2. Administrative 10%

### **SKILLS & ATTRIBUTES**

#### **Functional Skills**

1. Demonstrated skills, knowledge and experience in the design and execution of a Global Human Resources and Talent Management strategy.
2. Proven and demonstrated competence in developing and executing HR strategic initiatives.

2. Good research, data gathering and analytical skills.
3. Excellent grasp of MS Office Suite and Power BI
1. Appreciable grasp of HR business issues in the Real Estate, Hospitality and Emerging Markets
4. Must possess exceptional attention to detail.

### **Generic Skills**

1. Good organizational skills and exceptional attention to detail.
2. Ability to act with integrity, professionalism, and confidentiality.
3. Should possess strong written, communication and presentation skills.
4. Ability to multitask, manage time, prioritize to meet tight deadlines.
5. Exhibit high level of initiative and proactivity.
6. Great team player, but also the ability to work independently to meet team objectives.
7. Self-starter, self-motivated, and metrics-driven
  - a. Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

### **EXPERIENCE AND EDUCATION**

1. Minimum of a bachelor's degree in human resources, Business Administration, or related field required.
2. At least 12 years' experience in a Human Resources role with specific focus on HR strategy, Employee Engagement, Talent Acquisition, Talent Management roles preferably in key industries such as Real Estate and Hospitality, Financial Services, FMCG, Infrastructure and Utilities
3. Masters, MBA/Professional certification from a recognized HR Institute will be an added advantage.