



## JERA Global Markets Pte. Ltd. Job Description

**Company:** JERA Global Markets Pte. Ltd.

**Job title:** HR Administrator

**Reports to:** HR Business Partner

**Department:** HR

**Location:** Raffles Place, Singapore

**Hours:** 40 hours per week

### **JERAGM**

JERA Global Markets is a leading utility-backed seaborne energy trader specialising in LNG, coal and freight with a platform to trade across all key markets worldwide. We operate one of the largest seaborne energy portfolios in the world which gives us an in-depth understanding of the way local, regional and international energy markets behave. These insights enable us to help our customers increase security of supply, optimise their portfolios and improve the risk management of their assets.

### **Position purpose:**

This role will facilitate an employee-oriented culture that emphasizes ownership, trust and teamwork to develop a performance-driven and values-led organization.

The jobholder manages the day-to-day operations of the HR department which include but are not limited to the administration of HR policies, procedures and programs. The jobholder carries out responsibilities in the following functional areas that include: employment contract management, employee relations, payroll, benefits, Human Capital Management Systems (HCMS), performance management and training & development.

### **Main responsibilities:**

Recruitment and onboarding of new hires

- Assist with the recruitment process; review and shortlist resume as required; schedule interviews, facilitate pre-employment screening checks
- Apply for work passes for foreigners and associated dependent passes
- Support the effective onboarding of new hires
- Assist with new hire orientation

Legislation & Regulation

- Ensure compliance with all existing governmental employment legislation and regulatory reporting requirements

Employee Relations/ Communications

- Assist with employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee engagement
- Assist with internal communications (emails, monthly newsletter)

Payroll

- Assist with payroll preparation. Ensures 100% accuracy and timely administration of payroll

Benefits

- Provide day-to-day benefits administration

- Check and ensure accuracy of HR related invoices before submission to Head of HR for approval and forwarding to Finance for payment

#### Human Capital Management Systems

- Maintain employee-related databases
- Prepare and analyse reports that are necessary to carry out the functions of the department

#### Performance Management

- Guide employees on the process of performance management from goal-setting to mid-year and year-end review
- Monitor closely and prepare status reports on the completion rates during the appraisal cycle

#### Training and Development

- Assist with the establishment of an in-house employee training system that addresses the company's training needs including new employee orientation/ onboarding
- Assist with the selection and contracting of external training programs and consultants
- Maintain employee training records

#### Management of Japanese Secondees

- Assist with the end-to-end HR support to secondees in the following areas: work pass application, benefits, lease management, expense claims, employee tax filing and other HR coordination work as required

Ad-hoc projects as required

#### **Qualification and experience required:**

- Bachelor's degree or Diploma in HR, Business, Management or equivalent
- Minimum 2 years of HR administration work experience
- Experience in the administration and management of payroll and benefits programs
- Good knowledge of employment laws and practices, including work pass application. Knowledge of Japan employment laws is an advantage
- Good computer skills, particularly in Excel, Word and PowerPoint
- Demonstrated skills in database management and record keeping

#### **Person specification:**

- Evidence of the practice of a high level of confidentiality; discreet
- Must be meticulous and detail-oriented
- Flexible, adaptable and responsive with quick and accurate turnaround
- Excellent interpersonal skills
- Effective oral and written communication
- Must be able to speak and read Japanese

Interested candidates can apply to [hr@jeragm.com](mailto:hr@jeragm.com).