

EST. 1908

# HOLLANDSE CLUB

## Human Resource Manager

### Location: Singapore

Join the Hollandse Club as our Human Resource Manager and play a key role in shaping the daily experience of our employees as the **Human Resource Manager**. This full-time role is ideal for a highly organized, energetic and people-oriented professional who enjoys building positive workplace cultures, supporting employee engagement, managing HR operations, and partnering with leaders to drive a collaborative and high-performing team environment.

### About Hollandse Club

The Hollandse Club is one of Singapore's leading international sport and social clubs, offering a vibrant and inclusive environment for members and their families. Our philosophy is simple: to create a welcoming, well-maintained and seamlessly run Club where members and their guests can relax, connect and enjoy high-quality experiences. Facilities and service delivery sit at the heart of club life, and we are committed to ensuring our spaces are consistently inviting and efficiently managed, supporting a vibrant and inclusive experience for members of all ages.

### About the Role

We are looking for an experienced and hands-on HR Manager to lead and manage the full spectrum of human resource duties supporting a workforce of approximately 40 employees across hospitality, sports, F&B and operational functions. Reporting directly to the General Manager, this is a standalone HR role responsible for both the strategic and operational delivery of HR across the Club. The HR Manager will play a key role in shaping our organisational design, managing positions and headcount, driving employee compensation and recognition programmes, and overseeing performance management processes. This role suits a self-starter who thrives in a lean team environment and is comfortable operating both strategically and operationally.

### Key Responsibilities

#### **Organisational Design**

- Evaluate and refine the Club's organisational structure to ensure alignment with strategic goals, operational needs, and membership growth plans.
- Partner with department heads to identify workforce needs, reporting lines, and functional accountabilities.
- Lead change management initiatives related to restructuring, team realignment, or the introduction of new roles and departments.
- Develop and maintain up-to-date organisation charts and functional role descriptions.
- Recommend spans of control and reporting structures that promote efficiency, accountability, and employee engagement.

#### **Employee Compensation & Recognition**

- Design, implement, and administer competitive compensation structures (base pay, allowances, and benefits) benchmarked against relevant hospitality and club industry standards in Singapore.
- Conduct regular market salary surveys and internal pay equity analyses to ensure the Club attracts and retains quality talent.
- Manage the annual salary review process, including budget proposals, merit increase guidelines, and communication to staff.

- Develop and manage employee recognition programmes that celebrate outstanding performance, long service, and contributions to Club culture.
- Oversee benefits administration, including leave entitlements, insurance, wellness programmes, and staff perks.
- Ensure all compensation and benefits practices comply with the Employment Act and other relevant Singapore legislation.
- Ensure smooth and compliant payroll administration in collaboration with Finance and/or external payroll providers.
- Prepare HR reports, employment documentation, meeting minutes, and general HR administration as required.

#### **Position Management**

- Oversee the creation, evaluation, and grading of all positions within the Club, ensuring consistency and equity across departments.
- Develop and maintain a robust job architecture framework, including job families, levels, and career pathways.
- Manage headcount planning in partnership with the General Manager and Finance, ensuring alignment with approved budgets and operational requirements.
- Ensure all job descriptions are current, accurately reflect role expectations, and comply with local employment regulations.
- Advise on role redundancies, new position justifications, and succession planning.
- Lead recruitment efforts for key roles.

#### **Performance Management**

- Own and continuously improve the Club's performance management framework, including goal-setting, mid-year reviews, and annual appraisals.
- Coach and train managers on effective performance conversations, objective setting (KPIs/OKRs), and constructive feedback techniques.
- Develop and implement performance improvement plans (PIPs) where required, ensuring fair process and proper documentation.
- Analyse performance data and trends to inform talent development decisions, promotions, and succession planning.
- Link performance outcomes to compensation decisions, recognition, and career development opportunities.
- Foster a culture of continuous feedback and development across all levels of the organisation.

#### **Talent Development**

- Identify organisational and departmental training needs and develop annual learning and development plans aligned with SkillsFuture Singapore initiatives and workforce transformation goals.
- Partner with managers to support employee upskilling, career development, succession planning, and continuous learning opportunities.

#### **General HR Leadership**

- Ensure HR policies and practices are compliant with Singapore's Employment Act, MOM regulations, and other statutory requirements.
- Oversee the full employee lifecycle, including recruitment, onboarding, probation management, employee development, retention, and offboarding processes to ensure a positive employee experience.
- Manage employee relations matters including disciplinary processes, grievances, investigations and workplace conflict resolution
- Develop and implement employee engagement initiatives, and workplace culture programmes including employee wellbeing initiatives.
- Strengthen employer branding initiatives to position the Hollandse Club as an employer of choice within the hospitality and club industry.
- Serve as a trusted advisor to the General Manager and leadership team on all people-related matters.

## **HR Operations & Compliance**

- Oversee HR administration, employee records, contracts and documentation.
- Manage onboarding, probation confirmation and offboarding processes.
- Support work pass administration and compliance with MOM regulations where applicable.
- Ensure accurate and timely payroll inputs and leave administration.
- Maintain HR policies, employee handbook and statutory compliance documentation.

## **Reporting**

- **Reports to:** General Manager
- **Direct reports:** N/A

## **About You**

- Strong strategic thinking balanced with a willingness to be hands-on in execution.
- Excellent interpersonal and communication skills, with the ability to influence and build trust across all levels.
- Proven ability to manage multiple priorities in a dynamic, service-oriented environment.
- Strong analytical skills with the ability to interpret data and translate insights into action.
- Proficiency in HRIS systems and Microsoft Office suite.
- High level of integrity, discretion, and professionalism.

## **Other Requirements**

- In possession of a valid right to work in Singapore (Singapore Citizen or Permanent Resident).
- Willingness to work occasional evenings or weekends in support of Club events or HR initiatives.

## **You will bring:**

- Bachelor's degree in Human Resource Management, Business Administration, Organisational Psychology, or a related discipline from a recognised/accredited university.
- Approximately 7 years of progressive HR experience, with a strong track record of managing the full HR function within a small to medium-sized enterprise (SME).
- Demonstrated experience in at least three of the four core areas: organisational design, position management, compensation & recognition, and performance management.
- Working knowledge of Singapore's Employment Act, CPF regulations, and MOM requirements.
- Experience in hospitality, F&B, leisure, or club industry is highly advantageous.

## **Why Apply**

- Competitive remuneration based on qualifications and experience
- Generous employment benefits, including;
  - Attractive leave policy, including annual leave, wellness leave, birthday leave, marriage leave, examination leave and compassionate leave,
  - Medical insurance coverage as well as out-patient and hospitalization benefits
  - Staff meal policy
  - Free on-site parking
  - Staff discounts on F&B
  - Inclusive and diverse workplace culture

- The opportunity to be part of a vibrant, international, and growing club community

**Salary Range:**

Competitive remuneration based on qualifications and experience

**Our Commitment**

Hollandse Club is committed to providing a safe, inclusive, and welcoming environment for all staff. We embrace diversity in gender, age, ethnicity, culture, disability, religion, and sexual orientation, and encourage all suitable applicants to apply.

**How to Apply**

If you are ready to take the next step in your career, we'd love to hear from you. Please submit your resume and cover letter to the General Manager via [hr@hollandseclub.org.sg](mailto:hr@hollandseclub.org.sg)

Please note that applicants must possess valid Singapore work authorisation, the Club is unable to sponsor or apply for work passes for this role.

Club members and their families are excluded from applying for this position.