

EST. 1908

# HOLLANDE CLUB

## HUMAN RESOURCE MANAGER

**Job Title: Human Resource Manager**

**Department: HR**

**Reports To: General Manager**

### The Hollandse Club:

The Hollandse Club ([www.hollandseclub.org.sg](http://www.hollandseclub.org.sg)) is an informal, family oriented, international club in a resort style setting. It offers a wide range of sports, recreation, and dining facilities for its members. Being part of the Hollandse Club means working in a dynamic and multi-cultural work environment with an international group of colleagues coming from a vast variety of countries.

### Job Description

As **Human Resource (HR) Manager**, you are part of the Management Team of the Hollandse Club. You report to the General Manager. You will oversee and manage the full spectrum of HR practises, processes, and legislative compliance for all employees of the Club.

### **Responsibilities**

#### *Strategies*

- Participate in and be a thoughtful contributor at key management meetings and provide HR input for strategic business planning and budgeting processes.
- Develop and implement HR strategies and initiatives aligned with the overall Club strategy

#### *Talent*

- Manage the talent acquisition process, which includes recruitment, interviewing, and hiring of qualified job applicants in collaboration with hiring managers to understand skills and competencies required for openings
- Manage succession planning for all employees
- Salary benchmarking - propose competitive base salaries and benefits to ensure the Club's salaries are market conform and can attract and retain talent
- Manage and oversee the bi-annual performance appraisal process
- Identify learning and development needs, implement training requirements and evaluate effectiveness of training and initiatives to ensure maximum benefit and return of interest

#### *Operations Management*

- Ensure HR operational excellence in data management, HR systems, payroll cycle including IR21, IR8A, on-boarding, off-boarding and exit process
- Prepare payroll related journal entries for monthly salaries
- Manage leave and liability process.
- Manage work pass processes, applications, cancellations, and renewals with MOM
- Prepare and administratively maintain employee documentation, including but not limited to employment contracts, settlements, letters documenting leave of absence, terminations, and other HR related matters
- Liaise with corporate agent for employee health insurance matters
- Point of contact for IT matters and liaising with Club's IT engineers

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## *Employee Experiences*

- Work with line managers and employees to establish and maintain a positive work environment which encourages the full use of the Club's diverse talents and abilities
- Organise quarterly events to promote team bonding
- Create employee survey and execute action plans, engagement and communication activities throughout the departments
- Provide support to staff in various HR-related topics such as leave, time management, and compensation and resolve any issues that may arise
- Bridge management and employee relations by addressing demands, grievances, or other issues

## *Compliance*

- Ensure compliance with labour laws and regulations, internal Club guidelines, code of conduct and procedures
- Develop and maintain the Club's Employee Handbook
- Update policies due to legislative changes, internal changes or continuous improvement
- Ensure compliance with health & safety regulations at the workplace.

## **Requirements**

- Diploma / Degree in HR Management, Business Administration, or related field
- At least five (5) years of proven experience in HR or similar work experience
- Thorough understanding and significant experience of employment law in Singapore
- Excellent command of written and spoken English
- Ability to act with integrity, professionalism, and confidentiality.
- Finely tuned relationship skills and a proven record of building strong personal and professional relationships at all career stages.
- Initiative-taking and resourceful
- Proficient in HR systems
- Proactive problem-solving ability and conflict resolution
- Ability to maintain and influence a positive work culture

## **Salary Range:**

- \$5000 - \$6500 per month (depending on experience)

## **Application Procedure:**

- If you are keen to join our dynamic team, email your detailed CV and motivation to [gm@hollandseclub.org.sg](mailto:gm@hollandseclub.org.sg)
- Within your application, clearly state your citizenship, your employment eligibility status in Singapore and if you require sponsorship for a Work Pass.
- Recent employer references will be required.
- Only short-listed applicants will be invited for an interview. To those applicants not short-listed, we extend our appreciation for considering the Hollandse Club as a potential employer.