



DPS International School

HR (Human Resource Manager) (total 2 positions)

Overall Responsibilities

- Coordinate staff recruitment and selection process to ensure a timely organized and comprehensive procedure is used to hire staff.
- Organize staff training sessions, workshops, and activities.
- Monitor daily attendance.
- Investigate and understand causes for staff absences.

Requirements

- Minimum three (3) years relevant experience in a school environment (preferred).
- Candidate must possess MBA or equivalent qualification.
- Proficient in Microsoft office applications
- Good interpersonal and communication skills
- Meticulous, organised and possess good administrative skills.
- Working 5.5 days a week

Basic Salary: \$2200 - \$2600

Singapore Citizen / PR applicants will have an added advantage.