

Full-Time Administration/Human Resource Assistant

McCom International Trading Pte Ltd is a startup company mainly focusing on oil trading business. We are currently at the preparation stage and we are looking for passionate and highly motivated talents to join our company. The job description below is just a guideline of the respective job role. Trainings and guidance will be provided to the suitable candidate.

Responsibilities:

- 1. Provide administrative support to ensure that municipal operations are maintained in an effective and accurate manner. This includes the following tasks:**
 - Provide receptionist services.
 - Maintain office files.
 - Type correspondence, reports and other documents.
 - Take minutes at meetings and distribute them thereafter.
 - Coordinate repairs to office equipment.
 - Schedule meetings with clients.
- 2. Assist with the administration of the day-to-day operations of the human resources functions and duties as follows:**
 - Liaise with external parties to assist with the recruitment issues.
 - Organize and arrange employee orientation and other relevant training sessions.
 - Maintain employee files and HR filing system.
 - Handle the payroll process.
 - Assist with website design and maintenance.

Requirements:

1. Bachelor of Business Administration, Management or Human Resource.
2. Pleasant appearance
3. Preferably with relevant administrative/HR working experience
4. Dynamic, outspoken and meticulous
5. Having the desire to achieve greater success in his/her career
6. Excellent written and verbal communication skills in both English & Mandarin
7. Singaporean/SPR, female preferred

Salary: To be discussed personally

Interested candidates can email the cover letter and resume to careers@mccom.sg but only short-listed candidates will be informed.