As the Office/HR Manager, you will be responsible for the overall administrative functions of the office in Singapore and full HR process. You will also provide secretarial support such as calendar management, business travels arrangements and expenses claims.

The ideal candidate should be tertiary-educated with at least 4 years of relevant work experience with an MNC and preferably in the creative industry. This job is well-suited for somebody with a pleasant personality able to work under pressure with a can-do attitude and discreet in handling sensitive and confidential information. You should also be equipped with good.

**Office management and personal assistant**

* Maintain general office appearance and operations, keeping the kitchens and conference rooms presentable, functional, and clean.
* Managing contract negotiations and ensuring fulfilment of terms of vendor agreements and contracts.
* Be the office ambassador by welcoming guests and ensuring their hosts greet them in a timely manner.
* Ensure the effective provision of reception and visitor services, including preparing meeting rooms and greeting guests.
* Assist with employee onboarding: setting up workstations, welcoming new employees
* Manage inventory of office supplies and monitor.
* Have ownership over office administration systems and procedures including, for example, incoming and outgoing mail and inbound call-handling.
* Facilitate workspace needs, including maintaining the seating chart, ordering furniture, and assisting with office design as needed.
* Provide support to the Management team that visits from the UK office and KUL office, including air tickets and accommodation booking.
* Liaise with Buildings Management over the effective coordination of office maintenance, office renovations and office lease negation.
* Full diary management to the Managing Director including plan all meetings, preparations and post-meeting follow up actions.
* Process monthly expenses.

**HR**

* Documenting all HR function and monitoring.
* Handle end-to-end work pass related issues such as application, renewal, cancellation, appealing etc.
* New staff orientation and handle onboard process such as setting up workstations, welcoming new employees.
* Plan and execute company events from start to finish, including scheduling, catering, supplies, activities, and other preparation needs.
* Maintain & update monthly leave and medical records for all staff.
* Recruiting coordination: scheduling candidate interviews.
* Handling monthly payroll administration such as updating employee terminations, bonus, and new employee on board.