POSITION SUMMARY:   
  
The HR Manager is responsible for managing all human resources related matters for the employees under the Kendo Brands division based in Singapore. We also have a small but mighty team in Australia. The HR Manager will support the performance review process for both countries.   
  
REPORTING STRUCTURE:   
  
This role will report to the Kendo General Manager based in Singapore with a dotted line to the Global Head of People + Kulture at Kendo based in San Francisco.   
  
RESPONSIBILITIES:

* Provide internal guidance on a broad range of HR topics and manage the entire employee life cycle, including talent management, performance management, compensation and benefits, employee relations, local employee communications, and training and development.
* Oversee all aspects of the onboarding process specific to new employee orientation (NEO), work pass applications and benefit administration.
* Manage the recruiting process inclusive of posting roles, interview coordination with candidates, hiring managers and agencies, and generating offer letters and contracts in compliance with all local guidelines
* Handle full payroll cycle processing including ensuring recharging to appropriate entities and cost centers..
* Develop and help implement a sound talent strategy with the business aligned with the regional and global talent strategy.
* Oversee employee benefits and liaise with benefit providers as needed
* Work as part of a global Kendo HR team, according to the priorities set by regional management and headquarters.
* Oversee learning and development to help support career pathing and engagement.
* Partner with your regional HR team members, including recruiters, training and development specialists, HR business partners, who will help you carry out strategies.
* Attend LVMH HR meetings and participate in corporate initiatives as required.

REQUIREMENTS:

* 2-4 years' experience working in HR in an international, dynamic, and fast-paced environment.
* Knowledge of the ASEAN market.
* Experience in key HR areas like compensation and benefits, employee relations, training and development, organizational development, and performance management.
* Able to perform hands-on daily HR administrative functions as well as managerial and strategic responsibilities
* Fluent English language skills
* Understanding of how to structure HR processes and workflows.
* Ability to provide outstanding customer service to internal customers through daily operational activities.
* Detail-oriented with the ability to think strategically and conceptually and work on multiple tasks at the same time.
* Solid interpersonal, persuasive, coaching, facilitating, and conflict management skills.
* Ability to implement and deliver results independently