



If you share the same passion as us to be part of the aviation industry and aspire to have a challenging and fulfilling career, we welcome you to join us:

HUMAN RESOURCES OFFICER

RESPONSIBILITIES

- Provide administrative support in an assigned area of HR services, which may include:
 - Benefits Administration
 - Salary and Allowances Administration
 - Training and Communications
 - Recruitment
 - Manpower Planning
- Handle general staff queries/matters
- Support ad-hoc HR projects

REQUIREMENTS

- Singapore Citizen
- Diploma from a local Polytechnic
- Proficient in MS Office Suite
- Experience in SAP is preferred

Individuals who are looking for an exciting career in the aerospace industry are invited to email their detailed resume to **siaec_recruit@singaporeair.com.sg**.

Please note that only short-listed candidates will be notified.