

Transnational Group of Companies is essentially in the business of providing innovative, value-added quality logistics solutions to our customers. We are playing a significant role in supporting the banking industry in the Asia Pacific Region. Starting out as a general courier service company in Singapore, we grew and diversified into other areas of business activities such as Records Management, Mailroom Management, Distribution Management, Supply Chain Management and Cash Management all of which leverages on its core competence of delivering an effective logistical solution. The Group, its subsidiaries and associate companies currently operate and maintain offices in Singapore, Indonesia, Malaysia, Hong Kong, Taiwan, and Sri Lanka



JOIN US FOR REWARDING CAREER WITH US

We are looking for talented HR professionals to play proactive role in Human Resources department of the company. You will be joining a team of experienced professionals in Logistic Industry and will pave your way for a mutually beneficial career within the Company.

Assistant Manager – HR & Administration

JOB ROLE

- Assist the Group HR Manager to Implement HR Strategies and Initiatives Aligned with the Business requirements.
- Provide support to the overall HR core areas of the company.
- Assess Training needs and prepare annual training calendar and coordinate training sessions and follow up for continuous improvement.
- Prepare and submit periodical reports for Management review.
- Managing the company Grievance handling procedure
- Liaise with Industrial Relations consultants on Labor related matters and attending to LT and Labor Department inquiries as and when required.
- Be the first contact for employee relations.

REQUIREMENTS

- Minimum 05 Years of Working Experience in the HR Field and preferably 02 years' experience in a similar capacity
- A Degree or a Professional Qualification in Human Resources Management (MBA would be an added advantage)
- Must be a Well- Organized and Ability to Prioritize Task, Attention to detail and work independently.
- Excellent command in English language and Interpersonal and Communication skills.
- Hands on experience and knowledge on labor law and HR practices

HR Assistant

JOB ROLE

- Manage outsourced Labor services.
- Handle manpower payroll effectively.
- Handle company benefits administration.
- Maintain time and attendance machines of the company.
- Liaise with insurance service provider and attend to company medical insurance matters.
- Handle EPF and ETF matters

REQUIREMENTS

- Minimum 01 – 02 Years of Working Experience in the HR Field
- A fully or part Professional Qualification in Human Resources Management
- Excellent Interpersonal and Communication skills.
- Hands on experience and knowledge of payroll management

Candidates are invited to send their detailed CVs to careers1@transnational-grp.com or by post with the contact details of two non-related referees, to reach us within 7 days of this advertisement. Please mention the post applied on the top left corner of the envelope or in the subject line of the e-mail.

Manager- Group Human Resources and Administrations
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