

JOB TITLE: People & Culture (P&C) Executive (Expat Management)

Links to: People & Culture Manager

WHO ARE WE?

Nexus is an empowering, learning-focused community. We strive to create an honest, open and innovative community with our learners, parents and peers. We believe that we have something unique and special here, we are proud to be different in the way we work; and how we teach and learn.

WHO ARE WE LOOKING FOR?

At Nexus, we do things differently. Each member of staff is valued and recognised as a unique individual collaborating as part of a supportive community, to elevate one another with innovative ideas. Our strategies emerge from the collective positive mindsets of our colleagues. You will experience high levels of ownership and empowerment in your role.

JOB DESCRIPTION

Our P&C executive will be integral in all aspects of an international assignment, including recruitment of the overseas expatriate, responsible in taking care of employees well-being, relocation, immigration, international compensation of salary review and the well versed knowledge of Singapore labour law. A P&C executive is someone who is passionate, customer centric, meticulous and has the ability to work harmoniously within the school community and in a multicultural environment.

ROLE AND RESPONSIBILITIES

- Act as a key partner to the school and plays a critical role in helping the school to remain an employer of choice for both academic and experienced admin hires
- End-to-end coordination of recruitment assignments, including administering and administration of all in and outsourced services of the employee and activities throughout the life-cycle of a recruitment, onboarding and relocation (immigration, flights, accommodations, payroll coordination, incl. assisting in tax and labour law, children's education, family support and insurances)
- Proactively come up with new ideas and innovative approaches for continuous improvement in global mobility issues
- Prepare employment contracts and corresponding compensation packages
- Handle expatriates' employee claims, grievances, welfare, benefits and salary compensation review and process
- Review, update and maintain proper filing, recording and data entry for employee's personal data and documentations
- Singapore MOM application of employment work visa, dependent passes and all other Singapore regulatory immigration application to facilitate the employee employment in Singapore and provide a seamless process for employee's family member relocation to Singapore

A TYPICAL DAY

My day starts at 8am but I am usually in by 7.45am so that I can get myself set up for the day. Between 8 and 8:30, it can be quite busy, with queries from the academic staff, as they will come to P&C before their lessons start. They may also come during their lunch, and after lessons finish at 3:30. Recruitment time is the busiest, most exciting and challenging time of the year, as I need to liaise with prospective teachers from all over the world and due to the recent pandemic, arriving and departure makes the recruitment process more challenging. As languages and cultures are different, sometimes it can be demanding, as they need support with all the steps and documents needed for their onboarding process, as per Singapore regulatory rules. At lunch time, since we didn't bring any lunch today, the team will eat at the cafeteria. After lunch, I work on the registration and arrangements for some teachers that are going to an overseas IBDP and IB PYP course. During international recruitment, time zones play a part, so I have to plan my day accordingly, and there are some things that are best done at the end of the day or late evening. I also take this time to answer emails and continue on paperwork as well as outstanding matters.

QUALIFICATIONS AND SKILLS

- A relevant degree in Business Management or Human Resource Management
- At least 3 years of relevant HR experience in expatriate management or analytics
- Experience in an international school environment is preferred
- Knowledge of Singapore employment act and HR-related government regulatory act
- Possess good IT skills and knowledge (E.g. Google doc, slides, sheet, Microsoft MS office applications - v-lookup, mail merge, powerpoint and etc)
- Knowledge of HRIS system - Engage, G-Suite and SAP are a must
- Analyzes data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, and compliance with employment laws and regulations
- Prepares reports of data results, presenting and explaining findings to senior leadership

Nexus International School (Singapore) is committed to the safety and wellbeing of our children and families. Nexus endorses the Convention on the Rights of the Child, which Singapore ratified on 11 December 2008, and establishes a clear policy and guidelines to protect our learners from maltreatment by any person or persons who come in contact with them in any environment.

Nexus International School (Singapore) is an equal opportunity employer. We respect and seek to empower each individual and value the diverse cultures, perspectives, skills and experiences within our school.

Whilst every effort has been made to explain the main duties and responsibilities, the role may be revised from time to time.