

Human Resources Officer (German Section)

(40 hours/week)

commencing as soon as possible

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The GESS has strong European foundations and believes in developing confident, forward-looking students through a celebration of respect, openness and inclusiveness. GESS is recognised for its languages and offers a choice between two main curricula: the German Abitur or the English-speaking International Baccalaureate (IB) programme. The school caters to students of all ages, starting from 18 months to graduation at 18 years. GESS is a private school association led by an elected committee and the school management. Currently, more than 300 full and part-time staff are employed at the school. A new purpose-built campus with brand new facilities will open in August, 2018 at Dairy Farm Road.

Responsibilities:

- Assisting the HR Team Leader in HR-related matters, such as issuing employment contracts, liaising with the departments of the area of responsibility, etc.
- Supporting and liaising with employees at all levels in connection with the above
- Assisting in recruitment matters, e.g. publish job advertisements on diverse media, review and sort of incoming applications and ideally support the HR-Manager in carrying out interviews and answering of questions from applicants
- Processing and monitoring work passes applications (and all other related passes) renewals and cancellations.
- Liaising with insurance brokers on health insurance matters
- Entering and updating Personnel Data in different systems (Access, other internal systems)
- Providing support and cover for colleagues in the department as and when required
- Writing of letters and references for staff
- HR-Projects as assigned

Requirements:

- HR-qualification to at least Diploma level
- At least 2-4 years working experience
- Excellent IT skills (MS Word, Excel, Access)
- Excellent spoken and written English is a must; German language skills on native speaker level due to dealing with German clients and authorities
- Team player with excellent communication and good interpersonal skills

We offer an exciting working environment in an international and cooperative team. Your application should include a letter of application, your complete resume, salary expectations and a recent photo. Please indicate your reasons for applying for the position. Submit your application via our Careers Page at www.gess.hbcareers.com. Please note, that only shortlisted candidates will be notified. The School reserves the right to appoint prior to the application deadline.

Human Resources

German European School Singapore

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