



About Mun Siong Engineering Limited

One of Singapore's leading integrated service providers since 1969, Mun Siong Engineering Limited offers a range of mechanical and electrical & instrumentation services for oil & gas, petrochemical, energy, chemicals, and power industries. As a one-stop solution provider, the Mun Siong Group caters for engineering, procurement, fabrication, construction, maintenance of plants and equipment, and specialised products and service solutions.

Location : Singapore

Responsibilities

- Responsible for recruitment process, including job advertisement posting, resume screening, conducting initial interviews and reference checks
- Involve in on-boarding and off-boarding process
- Responsible for the upkeeping and maintenance of all workers personal records
- Administration of all work passes including new and renewal of work pass application etc.
- Liaise with Operation Team & HRBP for the recruitment and to ensure company's compliance with local labour laws and related statutory requirements.
- Perform other ad hoc duties as assigned

Requirements & Professional Skills

- Min. Diploma in Human Resources Management / Business Administration or equivalent
- Min. 2 years' experience in Human Resources / Recruitment function
- Familiar with MOM work pass application and regulations

- Office Hours - 5 days (Mon to Fri), 8.00am to 5.30pm
- Company transportation provided at Boon Lay / Pioneer MRT station
- 3 months contract for maternity cover (Mid of Dec 2022 to Mid of Mar 2023 & Mid of Jan 2023)



Our Core Values

Safety

To put the safety of our staff above all.

Quality

To strive for continuous quality improvement in all that we do.

Customer Focus

To achieve total customer satisfaction by flawlessly delivering customer wants.

Leadership

To be a world-class leader in every aspect of our business.

Teamwork

To encourage cooperative efforts at every level and across all activities in our company.