

Company Profile State Bank of India (SBI) a Fortune 500 company, is an Indian Multinational, Public Sector Banking and Financial services statutory body headquartered in Mumbai. The rich heritage and legacy of over 200 years, accredits SBI as the most trusted Bank. SBI Singapore (SBIS) has 5 retail branches, 19 SBIS ATMs and over 200 ATMs via the shared island wide ATM5 network. SBIS has a suite of retail banking products which complement its existing corporate banking products thus enabling us to service both individual and corporate customers. In Commercial and wholesale banking, our areas of operation include ASEAN, South East Asia and South Asia. SBIS leverages on its extensive international network of branches to offer a wide range of Import/Export Trade Finance Services, in both Singapore Dollar and foreign currencies to facilitate the business needs of customers.

JOB TITLE: SENIOR EXECUTIVE - HR

RESPONSIBILITIES

Talent Acquisition

- Diligently carry out the entire recruitment process and fill the vacancies in timely manner.
- Collaborate closely with department heads to understand the skills and competencies required for openings to meet the organizational recruitment demands and needs.
- Source potential candidates through online channels, campus recruitment, employee referral program and networks.
- Craft job requirements and update job descriptions for all positions.
- Evaluate job positions to determine salary ranges and grade.
- Post ads on job portals to attract qualified and skilled candidates.
- Maintenance of various jobs portals including Bank's career page.
- Pre-screen CVs and forward to respective department heads for shortlisting.
- Liaise with potential candidates actively to ensure the candidate is fit for the role and corporate culture.
- Schedule interviews and follow ups on interview results.
- Prepare salary proposals for shortlisted candidates and extend offers to selected candidates to ensure proposed salaries are aligned with internal HR policies.
- Maintain records of all materials used for recruitment, including interview notes, salary proposals and related paperwork for potential candidates to offer.
- Manage pre-employment background checks including reference check, world check, litigation, prohibition order, CBS etc that is required for each role.
- Collect and verify relevant documents/certifications from the candidates.
- Establish and maintain the database for Job descriptions, talent pool and other recruitment data (including cost of recruitment).
- Provide visibility on recruitment status on weekly basis
- Coordinate with recruitment agencies for temp roles based on seasonal manpower requirements.

Onboarding and Off Boarding Process

- Handle end-to-end process of staff onboarding and offboarding.
- Arrange medical check-up for new hires, bank account opening, user account set up with IT department and issuance of staff ID/access card.
- Plan and coordinate induction programme for new hires.
- Collaborate with relevant HODs for employee induction programs.
- Manage employee exit clearance including acceptance of resignation, exit interview, exit checklist and provide analysis when requested.

Work Pass Administration

- In charge of work pass applications, renewals, card registration/issuance and cancellations via MOM portal.
- Track the expiry of work passes and coordinate with employees to provide additional information or documentation for work pass renewals.
- Process work passes in accordance to government's rules and regulations.
- Perform SAT tests for each EP/S Pass applications to ensure the employee fitness for each work pass.
- Coordinate with background screening agencies for employment verification checks (including qualifications).

Training & Development

- Administer training-related matters including getting relevant approvals and enrolment of external courses with training providers.
- Assist in Training Need Analysis exercise and preparation of training calendar on an annual basis.
- Keep track of employee's training records that include training hours, cost and subsidies for each training.
- Coordinate for in-house trainings.
- Research for the best and cost-effective training providers.

HR Administration

- Monitor employee contract expiry and facilitate contract renewal.
- Monitor and manage documentation for employee confirmation after probation.
- Prepare and submit RNF application for Financial advisors (RMs).
- Coordinate with Compliance department pertaining to employee documents for RNF submission.
- Liaise with government authorities and agencies on employee related matters.
- Prepare documents and liaise with auditors for any audit queries pertaining to HR.
- Work closely with employees to improve work relationships, processes and motivate employees with the aim to improve work productivity and employee retention.
- Prepare and consolidate periodic HR/MIS Reports as and when requested.
- Undertake other HR & Admin functions and ad-hoc assignments or duties as and when assigned from time to time.

REQUIREMENTS:

- Degree or diploma holder in Business/HR or other fields will be considered
- Minimum 3 years of **recruitment experience** preferably in a Banking
- Prior work experience in SAGE EasyPay or any Payroll software is preferred
- Well organized, detail oriented, very meticulous, systematic and able to handle multiple recruitments at one point of time
- Able to negotiate the job offer to the selected candidates and close the vacancy
- Process oriented and adaptive to any given process
- **Well versed in Ms Excel (VLookup, Pivotal), Word, Power point (management presentation and Outlook)**
- Team player, energetic, service-oriented and able to work in a dynamic and fast paced environment with multiple priorities
- Good command of written and oral English language skills
- Independent, self-motivated and a good team-player