



Executive (Corporate & HR)

Job Description

The Executive (Corporate & HR) at Servizz.gov Agency provides essential administrative support to the Corporate and HR Department, ensuring accurate payroll processing, effective recruitment coordination, employee training facilitation, and assistance with various corporate social responsibility initiatives. The role requires attention to detail, the ability to manage sensitive information with confidentiality, and the capability to collaborate with internal teams and external suppliers. The Executive will work closely with and report to the Manager overseeing HR functions.

Duties & Responsibilities:

- **Payroll Administration:**
 - Review employee timesheets, ensuring all are submitted, approved, and signed.
 - Verify and calculate student hours and employee overtime for payroll processing.
 - Adjust salaries in payroll software as needed following increments or position changes.
 - Manage leave adjustments and ensure payroll accuracy for vacation and sick leave.
 - Input payroll adjustments and disseminate payslips through the payroll system.

- **Recruitment Coordination:**
 - Collaborate with the HR Manager to draft and prepare internal and external job postings.
 - Organise candidate interviews, liaise with recruitment agencies, and support the candidate selection process.



- Prepare eligibility and interview reports for review by the Selection Board.
- Communicate with candidates post-interview and prepare contracts for selected candidates.
- Initiate and support the onboarding and induction process for new hires.
- **Training Support:**
 - Research and recommend training courses for Agency employees.
 - Coordinate training schedules with external suppliers and maintain training records.
 - Assist in the preparation of training materials and presentations.
 - Issue certificates for employees completing training courses.
- **Corporate Social Responsibility (CSR):**
 - Support the CSR team in organising initiatives and taking meeting minutes.
 - Assist in the implementation of CSR activities and employee engagement programmes.
- **AVS & Access Card Management:**
 - Ensure the accurate design and printing of access cards for agents, cleaners, and security personnel.
 - Address issues related to the AVS card system and manage card distribution for Head Office employees.
- **General Administration:**
 - Handle filing (both electronic and physical), emails, and prepare monthly reports (Power BI, leave, recruitment, and sick leave).



- Assist in the organisation of team-building events and respond to employee leave queries.
- Draft and distribute internal communications such as memos and important updates.
- **Confidentiality and Information Sharing:**
 - Maintain the necessary level of confidentiality commensurate with the level of responsibility but also share all relevant information with management, who is also bound by confidentiality.
- **Additional Responsibilities:**
 - Perform any other job-related duties as assigned by the Head (Corporate & HR) and Chief Executive Officer (CEO) from time to time, including emergency response coordination during unexpected events.
 - Attend training/courses as required and as directed by the Head (Corporate & HR) from time to time, ensuring continuous professional development.

This job description may be changed from time to time to reflect the changing situation of the Agency after consultation with the jobholder. The portfolio of responsibilities may change according to the needs of the Agency.