



SMRT Corporation Ltd – Executive, HRIS

You will assist in data maintenance and system testing of the HRIS system. You will work closely with users and IT team to ensure a smooth transition from planning to implementation of new applications and enhancements. Your responsibilities will also include data analysis and preparation of HR reports.

Requirements:

You should possess a Degree in Information Technology or equivalent. You should have at least 1-2 years' in-depth knowledge of HR processes and applications in HRIS ERP environment. A Diploma holder with 4-5 years' relevant experience will also be considered. You should possess good project management and analytical skills and be meticulous & resourceful. You must also be proficient in MS Office applications. Working experience with SAP HR system is preferred.

Human Resource Division

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All materials will be kept in the strictest confidence. Only shortlisted candidates will be notified.

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