



Human Capital Executive (3-year contract)

Company : F&N Foods Pte Ltd
Location : Pandan Loop (will shift to Tuas in end of 2022)
Reporting to : Senior Executive, Human Capital
Direct Subordinates : NIL

Key Responsibilities

- 1) Special Human Capital projects and initiatives
 - Identify opportunities / development areas / processes for improvement or automation
 - Facilitate new initiatives to align with strategic objectives
 - Plan and lead in Group-wide / cross-border Human Capital related projects/ events
 - Identify and drive the communication and sharing to facilitate continuous improvement
 - Work closely with internal and external stakeholders to drive AI related projects

- 2) Employer Branding and Talent Acquisition
 - Create visibility of our Employer Branding among the newer workforce and curate strategic narratives to incrementally build up on our Employer Branding
 - Manage employer branding initiatives to create a recruitment pipeline
 - Establish collaborative partnership with internal stakeholders to fulfil staffing needs in a timely manner
 - Manage existing recruitment channels such as website, job portals, search services, etc. and explore/ develop new avenues for talents attraction
 - Work with external recruitment agencies, government agencies and universities to acquire the suitable talents for the company
 - Prepare all the documents for end-to-end talent acquisition processes
 - Conduct onboarding orientation program

- 3) Business Partnering
 - Provide timely insights on workforce effectiveness, productivity, sentiments, and trends
 - Play an active role in employee engagement through active listening, innovative tools and programmes
 - Provide expert guidance to internal stakeholders on people issues
 - Assist and support to resolve problems in day-to-day operations
 - Handle employee grievance and disciplinary matters
 - Conduct exit interview
 - Prepare reports and perform HR analytics on employee attrition etc. when required



Requirements

- Bachelor's Degree in Business Administration/ Human Resource Management or any relevant disciplines from reputable universities
- Excellent English writing skills
- Excellent interpersonal and communication skills
- Strong analytical skill and effective problem solver
- Organised and systematic in carrying out daily work tasks
- Good time management and able to function well in a fast-paced work environment
- Candidates with good working knowledge of FMCG/Manufacturing/ F&B retail Human Resource practices will be an advantage

Interested candidate, please send CV to:

Ms Daphne Tan Yang Ling @ daphne.tan@fnnfoods.com