



SuperSteam Asia Pacific Pte Ltd

About Us

Do you want to impact one billion lives across the globe? At SuperSteam, you can. With our advanced cleaning technology, our work at SuperSteam makes a significant impact to the lives of many by providing a fundamental essential to modern living – proper cleaning, hygiene and sanitation (CHS). We seek to harness new technologies to push the boundaries and achieve higher levels of CHS. Our long-term vision is to be the global leader in CHS, improving a billion lives through superior CHS technology across the 7 continents. SuperSteam Asia Pacific Pte Ltd is a market leader in Singapore's professional cleaning equipment and supplies market. We were awarded Enterprise 50 in 2016. This award recognised the fifty most enterprising privately-owned local companies in Singapore. We are also proud to be recipients of the ISO9001, ISO14001, ISO18001, ISO22000, bizSAFE level star award and Singapore Quality Class certification.

HR Executive

Job Highlights

- Family work culture
- Ample learning opportunities
- Low company turnover rate

Job Description

- Manage recruitment and onboarding of new staff
- Work with tertiary institutions on internship programs to meet the Company's manpower needs
- Plan and coordinate of Company events – physical and virtual
- Manage employee welfare and wellness program
- Assist in payroll and administration matters
- Ensure Company remains compliant with all legislative manpower law
- Work closely with HR Manager in strategic HR framework and planning for the Company
- Perform any other duties as required

Skills, Qualifications, Education Requirements and Etc.

- Degree/Diploma in Human Resource Management, Business Management or any related discipline
- Candidates without experience are welcome to apply. We focus on personal qualities and characteristics than academic transcripts or certificates.
- Strong written, interpersonal skills and positive attitude

Interested applicants, please send CV to: cindylee@supersteam.com.sg