



#13 - EMPLOYEE SERVICE PARTNERING - HR OPERATIONS [PART-TIME / FLEXIBLE]

Location: Singapore
Nature of Role: Part-time / Flexible

About UOB

United Overseas Bank Limited (UOB) is a leading bank in Asia with a global network of more than 500 branches and offices in 19 countries and territories in Asia Pacific, Europe and North America. In Asia, we operate through our head office in Singapore and banking subsidiaries in China, Indonesia, Malaysia and Thailand, as well as branches and offices.

Our history spans more than 80 years. Over this time, we have been guided by our values — Honorable, Enterprising, United and Committed. This means we always strive to do what is right, build for the future, work as one team and pursue long-term success. It is how we work, consistently, be it towards the company, our colleagues or our customers.

We are looking for a candidate who has the passion in providing excellent services to our stakeholders as well as interests in developing himself/herself in the various areas within and beyond HR Operations in the long run.

About the Department

The **Human Resources** function balances organizational aspirations and employee needs, as we accelerate and strengthen people capabilities to enable sustainable business growth at UOB. Our team of Human Resources specialists are guided by four employee commitments: do what is right, build meaningful careers, make a real difference and lead by positive example. Talent Acquisition (TA) build our people capability by hiring great talent.

Job Responsibilities:

- Delight various stakeholders through prompt execution and professional delivery of daily transactions
- Partner relevant HR teams to facilitate seamless processes to create memorable employee experiences along the employment lifecycle
- Provide support in HR related queries for all employees and proactively offer advisory within mandate
- Ensure quality employee data maintenance in the HR system and address data discrepancies promptly to support accurate data analytics and reporting
- Partner relevant HR teams and external vendor to fulfil background screening requirements within committed timelines and in compliance with internal and regulatory guidelines
- Maintain an open mindset towards continuous process and service improvements with user experience in focus

**Job Requirements:**

- Tertiary qualification with 1-2 years of relevant experience preferably in HR shared services environment
- Knowledge of employment regulations as well as Representative Notification Framework and MAS' Guidelines on Fit and Proper Criteria will be advantageous
- Proficient in MS applications
- Service and process oriented, organized and able to observe and operate within tight timelines
- Good communication and interpersonal skills and a strong team player

Be a part of UOB Family

UOB is an equal opportunity employer. UOB does not discriminate on the basis of a candidate's age, race, gender, colour, religion, sexual orientation, physical or mental disability, or other non-merit factors. All employment decisions at UOB are based on business needs, job requirements and qualifications. If you require any assistance or accommodations to be made for the recruitment process, please inform us when you submit your online application.