



THE FULLERTON HOTEL  
SINGAPORE



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### **Human Resource Executive**

- Handling the procedures for recruitment, testing, selection, and job placement.
- To conduct interviews of candidates for open positions and coordinate interviews with department managers.
- To administer employee information and data from start of employment through to changes due to transfers, promotions and changes in salaries until termination of service with the hotel
- To maintain and regularly update the employees' personal file.

### **Requirements :**

- At least two years of relevant resourcing experience
- Knowledge of statutory requirements
- Able to work independently and multi task

To apply for the above positions, please send your full resume to [careers@fullertonhotel.com](mailto:careers@fullertonhotel.com).