



Jet Aviation, founded in Switzerland in 1967, is one of the world's leading business aviation service providers. The company operates a fleet of close to 200 aircraft and employs about 5,100 professionals who cater to client needs from more than 20 airport facilities worldwide.

For our facility in Singapore we are looking for a

Human Resource Manager

Responsibilities:

- Recruitment for all Jet Aviation subsidiaries in Asia Region
- Preparation of employment contracts
- Review and improve the company policy
- Optimize staff insurances and other benefits
- Take care of expatriates matters (accommodation and other arrangements)
- Liaise with outside vendors for all payroll and CPF matters (outsourced), as well as employee's tax
- Handle communication and counseling with the company's employees
- Liaise with unions and various government and professional organizations
- Organize training plan for technical staff together with the Director of Maintenance, and for administrative staff together with the General Manager

Qualifications and Profile:

- Degree in Human Resource, Business Management or equivalent
- Minimum of 5 years relevant experience in Human Resource
- Relevant knowledge in local regulations and tax issues is an advantage
- Good English knowledge is required (spoken and written); further languages are an advantage
- Pleasant and outgoing personality; able to interact with an internationally diversified work force

Our offer:

We offer you an attractive position with many entrepreneurial opportunities not only in a fast-growing global organization but in a growth-oriented industry as well.

For consideration, forward your complete resume, references and salary history to:

**Jet Aviation (Asia Pacific) Pte Ltd | Human Resource Department | 1075 West Camp Road |
Seletar Airport | Singapore 797800 | jsin@jetaviation.com.sg**