

Got talent  
#JoinAlpha

# Senior Human Resource Executive

Alpha Asia Pacific exists to support the National Alpha Offices in the region to serve the church in its mission to help people discover and develop a relationship with Jesus. Our mission is bigger than any individual task, but together our work contributes to the bigger picture. As a Christian organisation, our faith is an integral part of our working culture.

Hub Human Resource (HR) provides HR support for 5 entities within the Alpha Hub.

## About Alpha

Alpha is a series of interactive sessions that freely explore the basics of the Christian faith. The vision of Alpha is to see the evangelisation of the nations and the transformation of societies. The mission is to inspire, train, equip and mobilise churches around the world into more effective evangelism through Alpha and its related ministries. Today, over millions of people around the world have attended Alpha.

To apply, submit your application with full resume, current and expected salary to [ap.careers@alpha.org](mailto:ap.careers@alpha.org)

Alpha

## Key Responsibilities

### 1. Entities Payroll and Statutory

Manage monthly payroll for entities- including but not limited to:

- Running the monthly summary of pay and coordinating with the Finance Department on payments.
- Processing new hires into payroll system and removal of leavers.
- Processing of monthly salary slips, annual EA and IR8A Forms.
- Manage all aspects of statutory requirements such as with IRBM, EPF, SOCSO, CPF –including calculation of employee deductions and calculation of employer payments.
- Consolidating and preparing annual E Forms to be submitted to Tax Consultants.

### 2. Human Resource Information System (HRIS)

Manage all aspects of the Human Resource Information System – including but not limited to:

- Liaising with application vendors on all matters connected with the system maintenance and development.
- Be the point of contact for staff with regards to all matters, including issues and specific queries connected to the HRIS.
- Manage maintenance and upgrades to the system.

### 3. Health Insurance

- Manage and maintain yearly group insurance renewal.

### 4. Other Responsibilities

Support the HR Manager, when required, with the following: in all aspect of the recruitment process – including but not limited to:

- Contract renewal management and employment transfer.
- Employment Pass / Permission to Work visa management.
- Support daily operations of the HR department.

## Desirable Characteristics

- Knowledge of and passion for Alpha.
- On board with and excited about the vision for Alpha.
- Spiritual maturity and unquestioned integrity.
- Positive, 'can do' attitude.
- Able to work in a team-oriented, collaborative environment.
- Culturally adaptable.

## Qualification & Essential Skills

- Candidate must possess at least Diploma Human Resource Management or equivalent.
- At least 3 years of working experience in the related field with payroll management is required for this position.
- Excellent attention to detail and accuracy.
- Computer literacy and proficient in MS Excel, Word.
- Strong interpersonal, communication and organizational / administration skills.
- Excellent command of written and spoken English.