



HR Executive (Payroll and Ops)

Our Team

Mighty Jaxx is the leading integrated future culture platform in Southeast Asia today. With a mission to supercharge future culture phygitally, Mighty Jaxx's integrated platform will empower future pop culture brands with an end-to-end supply chain of digital and phygital collectibles, including artist development and incubation, proprietary IP operation and providing global consumers access to new D2C experiences.

Mighty Jaxx partners with the greatest creative talents in the world, as well as top global brands such as Netflix, Formula 1, Hasbro, Toei Animation, Cartoon Network, Nickelodeon, Warner Brothers, Adidas and many more to ship millions of phygital collectibles to over 90 countries worldwide.

We are proud to be an equal opportunity employer with a diverse, inclusive work environment and encourage our employees to bring their authentic, fun-loving, and high-energy selves to the workplace.

The Job

As our HR Executive, you will be a key team player in helping to create a compelling and engaging employee experience in the organization. You will support the human resources services including Payroll, Compensation and Benefits Performance Management. You will also ensure the smooth administration of all HR operational activities of our employees' career cycle.

Responsibilities

- Manage the full spectrum of payroll processing and preparation of payroll reports for all MJ entities globally
- Administer employee's compensation & benefits
- Support the annual performance appraisal and compensation exercises
- Manage government statutory submissions and claims.
- Manage foreign workforce related work pass applications
- Review C&B and HR Operations processes regularly to ensure process efficiencies and legal ordinance is in place
- Monitor, upkeep and ensure security and accuracy of employees records and documents in HRMS
- Support yearly budgeting exercise
- Participate and contribute towards implementation of HR projects, strategies and initiatives



Requirements

- Degree in Human Resources or Business Management.
- At least 2 years of HR experience preferably in a Global Com & Ben role
- Good knowledge of labour law in at least two countries (one of which being Singapore)
- Sensitive to numbers and proficient with analytics, Excel and Google Sheet
- Strong communication skills
- Good initiative and ability to multitask
- Meticulous, excellent attention to details and analytical capability

To apply, please send an updated copy of your resume to HR@mightyjaxx.com