



People & Culture Manager

Job Description

Our Team

Connecting the realms of traditional physical assets with cutting-edge digital ones, Mighty Jaxx is a leading urban culture company specialising in creating unique content that are developed into quality products across multiple categories such as art collectibles and lifestyle items, all powered by technology.

Since our inception in 2012, we have produced over 1,000 designs in collaboration with world-renowned artists and entertainment brands like Warner Media and Sesame Workshop, and have delivered over 1,000,000 units to collectors in over 60 countries.

Our marketing team is made up of fast-paced, creative and fun-loving individuals with a goal to empower and engage every collector and artist around the world. This is core to everything we do and we pride ourselves in always taking an innovative, data-centric yet considerate approach in creating the right experiences, products and content for our collectors. With big dreams and a grand mission, we're looking for great like-minded people to join us.

If you follow all the latest trends in urban culture, love marketing and problem-solving then this role is just for you!

The Job

As our People Operations Manager, you will assist the Operations team in contingent workforce planning, support new and existing engaging demand, oversee the end-to-end processes of talent acquisition, talent optimization, and talent retention while providing continued support for the business and guidance for our employees. Your mission is to improve how our people work, behave, engage and grow with us through robust human resource policies and programs that will help weave the overall cultural fabric within Mighty Jaxx and lead to an employee experience that attracts and retains the right talent.

Responsibilities

- You will be in charge of the company's people operations by planning, implementing, and evaluating employee relation and human resource policies, programs and practices.
- You will act as a champion for the company culture and will support the company executives and team leaders, allowing the company to develop and grow quickly.
- You will largely focus on people management which includes employer branding, recruitment, compensation, performance management, organisation development, safety, wellness, benefits, employee motivation and engagement, communication and training.
- You will help enhance and maintain the working structure by updating job requirements and job descriptions in a timely manner.
- You will help to improve the recruiting, testing, and interviewing programs; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending necessary changes.



- You will prepare employees for assignments by establishing and conducting orientation and training programs.
- You will ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- You will implement employee benefits programs and inform employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and designing and conducting educational programs on benefit programs.
- You will design, facilitate and manage our Talent Development Programs. These also include anything onboarding, orientation, career development, leadership development, team building, and employee engagement through external/internal events.
- You will ensure compliance by monitoring and implementing applicable human resource requirements, conducting investigations, maintaining records.
- You will help set and enforce guidelines by preparing, updating, and recommending human resource policies and procedures.
- You will complete human resource operational requirements by scheduling and assigning employees while following up on work results.
- You will take lead on recruiting, selecting, orienting, and training employees.
- You will require to provide useful data to help guide decision making, and allow the company to scale effectively and efficiently
- You will advance human resource staff job results by counseling and disciplining employees; and planning, monitoring, and appraising job results.
- You will come up with talent development strategies with individual leaders on building expertise and capabilities for their teammates.

Requirements

- Bachelor in Business, Human Resources Management, Human Resource Administration or related field
- 5-7 years of experience in progressively responsible human resource roles
- 3+ years of experience in a supervisory role
- People-oriented and results driven
- Excellent active listening, negotiation and presentation skills
- Strong interpersonal skills; a team player and enjoys working with others in a collaborative, social environment.
- Confidence and credibility to influence at all levels, and comfortable interacting with leaders and various stakeholders to partner, consult, design, and deliver/facilitate talent development interventions.
- Expertise building and scaling learning initiatives in a high-growth, rapidly adapting environment.
- Critical thinking and analytical skills
- Collaborative management approach

Salary Range

S\$5,000 - S\$6,500