



Senior HR Executive (Payroll and Ops)

Our Team

Mighty Jaxx is a unique future culture company that creates quality products across multiple categories such as art collectibles and lifestyle items, bridging the physical & digital world by powering it with technology. Since our inception in 2012, we have produced over 1,000 designs in collaboration with world-renowned artists and global entertainment brands like Hasbro, Sesame Workshop, Toei Animation and Warner Bros, delivering 5 million units of tech enabled collectibles to collectors in over 60 countries in 2020 alone.

We are proud to be an equal opportunity employer with a diverse, inclusive work environment and encourage our employees to bring their true fun-loving and high-energy selves to the workplace. With big, vibrant dreams and a culture of high performance in our workplace, you will always be engaged, empowered and feel positively challenged.

At Mighty Jaxx, we always extend our full support to the team to help them reach their full potential personally and professionally. If you love keeping up with the latest trends across different sub-cultures, love technology and are ready to embrace your creativity, we love to have you join us in creating the most unique experiences, products and content for our collectors!

The Job

As our Senior 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.

Responsible:

- Manage the full spectrum of payroll processing including preparation of payroll reports.
- Handle onboarding & transfer administration for all staff movements (e.g. new hires, promotions, transfers, re-designation, resignations/terminations etc.)
- Administer employee's compensation & benefits
- Support the annual performance appraisal and compensation exercises
- Monitor, upkeep and ensure security and accuracy of employees records and

documents in HRIS

- Participate and contribute towards implementation of HR projects, strategies and initiatives, e.g. HR policies documentation, processes automation and implementation/roll-out of new HR Systems or initiatives
- Manage government statutory submissions and claims.
- Manage foreign workforce related work visa applications
- Review C&B and HR Operations process regularly to ensure process efficiencies and ensure legal ordinance is in placed
- Liaise with auditors
- Support in budgeting exercise

Requirements

- Degree in Human Resources or related field.
- At least 4 years of HR experience with 2 years of C&B experience
- Good knowledge in labour law.
- Strong communication skills
- Good initiative and ability to multitask
- Proficient in Microsoft Office application

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