



HRIS EXECUTIVE

About Fokker Services

At Fokker Services, our drive revolves around one purpose: exceed reliability expectations to keep your aircraft where they belong, in the sky. As a Global Independent Aerospace Service Provider we create tailored solutions for your maintenance of regional, commercial and military aircraft. We engineer, repair, upgrade, and deliver high-quality solutions, innovating in multiple areas to facilitate and support your competitive operations. Our services range from type certificate holder-related product support services to flight hour based component availability and repair programs, spare parts, engineering, modifications and documentation support. The unique combination of OEM (design) expertise and after-sales support services makes us an essential partner for the aerospace industry. We have a global presence, with facilities in Europe, Asia and the Americas.

Working With Us

What is the height of your ambition? Ours starts at roughly 30,000 feet and climbs from there. Few people know what it feels like to set their work in the sky. Others may have a hard time relating but your colleagues understand that when your work takes flight, so do you. Which is why our team leaders are so driven to support the development of your maximum potential. Together, your work will mix renewal with innovation, reinvention and repair to create tailored solutions that soar. Your entrepreneurial spirit will be given the space to manoeuvre, working with a team that is as open, transparent and engaged as you are. With Fokker Services, every action you take has a meaningful impact on a clients' success. It's this total combination, and the strength of the relationships formed through a shared dedication, that keeps hardworking talent here for 20, 30 plus years. Time enough to reach the height of your ambition, and discover what lies beyond.

The Role

The HRIS Executive manages HR system, maintaining HR Data such as attendance/leave and overtime records, ensures data integrity, analyze and report on the data in the HRIS as well as implement (HR process) improvements.

The Team

The HR team is comprised of a diverse community with different strength and interesting hobbies! Joining our team means you get to learn about different styles to manage employee matters.

Key Responsibilities

- Maintain HR data tools, reporting and dashboards
- Produce routine (monthly, quarterly and annual) as well as customized HR reports
- Respond to HR data requests on ad-hoc basis by gathering, analyzing and reporting relevant data from various sources
- Manage and resolve HRIS related issues
- Perform other related duties in project or teamwork



Experience & Qualifications

- Minimum 3 years of direct HR work experience
- Good analytical, communication and resourcing skills
- Bachelor Degree in either (1) HR Management, (2) Business Administration, (3) Commerce or (4) Information Technology

What We Offer

- Competitive Salary and Annual Leaves
- Healthcare Insurance
- Medical and Dental Benefits

Interested candidates can send their resume with a cover letter (maximum one page) to HR.Singapore@Fokkerservices.com

Additional Information

Fokker Services Asia embraces Diversity and Inclusion, we support and participate in Social Outreach Programs.