



Title: HR & Admin Assistant

Department: HR & Administration

We are looking for a proactive and meticulous individual to join our HR & Admin team as a HR & Admin Assistant, working with staff across all our brands and subsidiaries.

Who you'll be working with

Our HR & Administration team is responsible for managing all employee relations and benefits, payroll and contract management across the Group. Our HR & Admin team is looking for individuals who are passionate about bringing the best out in people.

As HR & Admin Assistant, you'll be

- Assisting our team throughout the full recruitment life cycle, conducting sourcing activities to fill open positions, building and maintaining active talent pipelines for the future and providing an exceptional candidate experience
- Accurately tracking candidate data and making full use of our systems to maintain and update job descriptions and job requirements across various recruitment channels
- Working with various government bodies to process employment letters, work pass applications, renewals and cancellations
- Preparing and conducting new employee onboarding programs, as well as responding to any enquiries from employees across our organisation
- Processing attendance records, generating monthly payroll reports and responsible for the timely submission of CPF and income tax to all relevant government entities
- Managing our employee welfare activities and programs, as well as assisting with the ongoing development of HR policies and staff welfare programs
- Cultivating and nurturing relationships with various internal and external stakeholders to become a trusted member of our team

To succeed in the role, you'll need

- At least 2 years of HR & Admin-related experience
- A degree in Human Resources Management, Social Sciences or other related disciplines from a top tier university
- Excellent project management and coordination skills, with an attention to detail and the ability to always follow through
- A good understanding and practical application of local employment laws and HR practices, and in touch with emerging HR trends

- Excellent communication skills and interpersonal relationship management skills with an ability to lead meetings, develop print and online communications and present to key stakeholders
- Fluency in English, both written and spoken. Fluency in Mandarin is a plus.

Perks that come with the job...

- The role comes with great autonomy and flexibility - we care less about how you work and more about the end result
- A fun, energetic and fast-paced work environment
- Lots of responsibility very early on – we don't micromanage and want to hear your ideas
- A steep learning curve and a closely-knit team to help you grow
- After-work drinks and team dinners
- Plenty of freebies and discounts at all our partner brands

About Ebb & Flow Group

We create and acquire F&B brands and technologies that elevate consumers' dining experiences.

With 15 brands leveraging our technologies across 10 kitchens in our Group, we have a comprehensive and continuously growing portfolio of companies that sit at the unique intersection of F&B and technology. Notable brands include The Dragon Chamber, Chin Mee Chin, Love Handle Burgers, Tigerlily Patisserie and Supafresh Japan. Our technology portfolio includes Tabletop, a social media food delivery platform, and Aogami, an advanced kitchen management platform.

Based in Singapore, one of the foodie capitals of the world, we are constantly developing and acquiring new brands, outlets and technology products to deliver the most exceptional culinary experiences ever seen. That's why we're always looking for top talent to join the Ebb & Flow family - whether you're a brand creator, software developer, product manager or an operations professional.

Our Business Principles

1. Fast & Focused Execution

Time is just about the most valuable commodity we have. So we believe that under breakneck pressure, an iterative approach ultimately yields the best tangible results. In simple terms, that means we're not afraid to try things, to dive right in and to get it done. It doesn't mean we eschew attention to detail, but recognise that the quest for perfection is reached through incremental accomplishment.

2. Work Hard, Work Smart

An unwavering commitment and work ethic alone just won't cut it without constantly prodding our processes, tweaking our workflows and tinkering with new methods to find sweet spots in

productivity and efficiency. So yeah. We work damn hard and smart. How else would we be able to go all-in at playtime too?

3. The Best Ideas Win

We'll say it because it's true: rank is overrated. We've seen how unchecked bureaucracy silences thought and makes mice of men and women. Not for us. We believe in giving equal voice and listening intently. Because great ideas never happen in a vacuum but spring forth from vibrant cross-pollinated interactions across teams, levels of seniority and life experiences. Whether it comes from the intern or the CEO, make no bones about it - the best idea will always win.

4. Reward in Performance

Not gonna lie - our trade isn't a walk in a park. The food & hospitality industry demands an exceptional degree of sustained commitment. But therein lies opportunity for the unfazed. We provide the framework and support for any aspiration to thrive and succeed. In turn, no earnest effort nor consequential achievement goes unacknowledged. For those who rise with us to the challenge, we reward generously. Any sense of satisfaction follows naturally from within.

5. Seizing Possibility

We believe in magic. Specifically, the kind that happens when we're talking about the value of cooperation and collaboration. By being clear in our mission and bold in our actions, we see endless possibilities for partnerships that can yield mutually beneficial outcomes - the sort of magic that solves problems and improves life for as many as possible everyday.

6. United We Rise

Success is a class act. Great if you pull it off in style, for sure. But the emphasis on "class" is much more about the roomful of mates we cast our professional lot with. We believe we can punch above our weight by pooling talent and sharing experience, leaning on each other's strengths and stoking potential to improve. To that effect, every battle is everyone's battle, as is the glory. We leave the politicking for the politicians because here, we're all in it together.