

PR Manager**RecruitPlus Consulting Pte Ltd****Responsibilities:**

- Plan and implement organization's local and regional public communications strategies, campaigns, policies and procedures.
- Build rapport and strengthen relationship with relevant media from local, national, international and trade press; maintain up-to-date database of public relations contacts.
- Manage the PR strategy and assist in the execution at key PR events outside of Asia when applicable (events in Singapore, Australia, Hong Kong, Indonesia, Philippines and India)
- Manage PR documentation and adherence to budget.

Requirements:

- Degree in Mass Communication, Journalism or its equivalent.
- Minimum 5 years of experience in public relations.
- Excellent verbal and written communications skills in English.
- Possess strong business acumen; excellent interpersonal skills as well as effective planning and organizational skills.
- Self-motivated with the ability to work autonomously & under pressure.
- Singaporean or PR only
- Company transport provided

Tied up in a job?



Keep
Singapore
Working
A Campaign by Headhunt

HEADHUNT

Account Director - Asia Pacific**Judd Farris**

- Outsourced Facilities Contract – Global Investment Bank
- Extensive Property Portfolio
- Singapore Based

Our client are recognised globally in the Commercial Property sector for the value of their Asse Facilities Management service offering. They are seeking an Account Director to develop work facility management policies & goals to drive the strategic and operational success of this key :

Ensuring client satisfaction through excellent facilities management planning, advice and support responsibilities include – maintaining a strong client relationship; forecast & control a multi-million contract spend; support new client business initiatives and deliver operational support in line with objectives; drive energy savings programs; make recommendations to the client for improvement of the portfolio; oversee procurement of FM related services, contract and vendor management; compliance with OHS and local regulations; risk identification and management; understanding importance of continuous operations for all critical systems including Business Continuity and IT Plans.

Having previously managed a significant corporate portfolio with regional exposure across Asia have strong commercial orientation, leadership traits and a proactive approach.

SAP MANAGER (MM)**Capita Group Pte Ltd****Responsibilities:**

- Collaborate with internal customers to identify user requirements, assess available technology and recommend solution options.
- Participate or lead architectural reviews as part of the project management lifecycle.
- Ensure business system delivery standards and compliance are maintained.
- Manage a team of on/off shore resource to support organization day to day operation, system enhancement and new implementation.

Responsibilities:

- Min. Degree in Computer Science / Computer Engineering with working experience in prefer semi-conductor industry.
- Min. 6 years of relevant experience with 4 cycles of SAP implementation
- Strong working experience in SAP MM Module and ABAP programming
- Strong management experience and the ability to motivate teams and influence others at all levels
- Independent, strong analytical skills and ability to work under pressure with tight deadlines
- Good knowledge about FI and SD integration
- Ability to speak Mandarin or Thai or Korean as projects will be for implemented in these regions

Visit us at www.headhunt.com.sg to apply for the jobs.

continues from frontpage

Such circumstances, combined with other stress-inducing factors, govern the occurrence of employee burnout. And like any high-powered machine, highly stressed staff can quickly lose steam and break down when put under constant pressure.

Caution – burnout ahead

General feelings of malaise at work can stem from a host of reasons – monotonous routines, heavy workload, office politics, and dissatisfaction with management. However, while these issues are often written off as part and parcel of working life, they do impact employee productivity.

A chief cause of burnout is poor leadership and its danger lies in its influence over other factors. Irresolute leadership effects confusion where managing expectations are concerned. Vague job descriptions and unclear expectations can initiate feelings of insecurity among employees about how their work and worth is measured. And when an individual's unrealistic expectations about the organisation jars with actual organisational experience, it can produce a "reality shock".

Leadership that lacks awareness in preventing and spotting such situations often aggravates employees' growing discontent. Employees will feel increasingly unappreciated of their efforts, uncertain in their positions, and disappointed with management. Additionally, employees who feel they are constantly being policed and unable to exercise personal control over their daily tasks can fall victims to burnout.

And in jobs and industries with high "crunch times" – where staff are required to work longer hours and handle more intensive workload – employees would become easy victims of burnout if there is little "down time" and their extra efforts go unrecognised and uncompensated. Coalesced with lack of communication between staff and their leaders, staff will grapple with work stress while companies face dwindling employee engagement.

Burnout is hazardous to organisational health

Organisations are never perfect; job burnout is inevitable for some. What is more critical is employers understand the serious bearing of workplace stress and burnout.

With stressed and burned out employees, productivity dies a long and painful death. The signs may emerge subtly, such as employee withdrawal – late arrivals at work, long breaks and early departures. Employees generally stay away from the office as much as possible and the frequency and length of absence would only lengthen with time. And even if they are sitting at their desks, the quality, if not quantity, of their performance will diminish. Managers who become burnout victims are especially harmful to organisations because such managers create a ripple effect, spreading burnout to their subordinates and co-workers.

Burned out employees would also lapse into general lethargy and apathy and show little

enthusiasm at work. Work relationships become more strained as they de-enthusiasm and grow more impatient with their colleagues. Highly-stressed and employees are more prone to falling ill, insomnia, and more drastically, depression.

Maintenance required

There are several things employers can do to prevent staff from falling into the trap and continuously keep staff motivated and engaged.

Communicate. Through steady and constant dialogue between managers and employees expectations are better managed and feedback is solicited. Managers are able to identify career growth opportunities and recognise employees' work and contributions.

Employee training and development. Besides disrupting the monotony of daily work, employee training programmes assure staff of professional and career growth that the organisation has in store for them. Companies can provide training on an interest staff while improving and enhancing their performance. Motivated employees put their training to good use.

Reward and recognise. Extensive reward and recognition programmes are needed to show appreciation for employees' effort. Simple gestures such as a simple thank-you note, a small gift or treating staff to a meal goes a long way to know how valuable their contributions are.

Most employees seek a certain level of challenge that keeps them motivated. However, feeling overwhelmed by unattainable goals, constant scrutiny and the performance can chip away at their confidence and feeling of control. Thus it is important for employers to prevent and recognise the signs of burnout to preserve the health of the company and well-being of its staff.



This article is contributed by Ms Alma Othman, Regional Managing Director, GSI Search, www.gsiconsultants.com.

GSI Executive Search

Incorporated in 1994, GSI is one of Asia Pacific's leading search firms. We provide search solutions for reputable clients both locally and regionally. Our focus is on assessment, acquisition and retention of senior executive leadership talent for Today. GSI is headquartered in Singapore with offices in Hong Kong, Malaysia, S. Thailand.

For more information on GSI, please visit www.gsiconsultants.com