

# TALENT

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BEHIND THE  
SCENES

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a word from the editor

## THE WORK-LIFE CONUNDRUM



*Today's fast-paced business world demands us to work harder and longer. With advances in communication technology, anyone can be contacted anywhere at any time, blurring the boundary between work and personal life.*

*According to a recent public consultation exercise, respondents quoted demanding work commitments as one of the reasons that deter them from starting a family. It would not be surprising either if these executives have also missed out important milestones in their loved ones' lives.*

*In our inaugural issue of Talent, our feature article offers several suggestions executives can consider to bring balance back into their lives. Juggling the demands of career and personal life is a constant challenge. One thing you can do to maintain the balance between work and personal life advantage of the flexible work arrangements your company offers, such as compressed work week, telecommuting and part-time work. Making a conscious effort to leave work at work - it can make a big difference.*

Ms Annie Yap,  
CEO,  
The GMP Group

feature story

## KEEPING IN BALANCE



In today's progressively cut-throat business world, chasing the dollar and success is not without sacrifice. Busy executives have less time for family, friends, community and most of all, for themselves.

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## EMPLOYMENT NEWS FLASH

### \$1.6 BILLION ON PRO-FAMILY INITIATIVES

The Singapore government will be pumping in a total of \$1.6 billion to tackle the declining birth rate and help parents make more time for their babies. The bold move to increase investments in pro-family measures is driven by the logistic and financial challenges many working parents in Singapore face today. Some of the initiatives parents can look forward to in the near future include:



- 16 weeks maternity leave
- Tax incentives to encourage mothers to work
- Childcare leave 6 days a year; claimable by either parent
- One week unpaid infant-care leave
- 200 more childcare centres

### PORTABLE INSURANCE FOR OLDER WORKERS

Together with the Tripartite Implementation Workgroup, the government is considering different ways of offering portable insurance for older workers.



Portable medical insurances mean that workers can carry the policies wherever they go and receive insurance cover. Presently, the insurable age for mature workers is capped at 64, but some insurers have decided to raise this by one year to 65.

### NEW HOPE FOR WOMEN IN UAE

There is a wide gap between what is expected by women and what the current situation is, said the director of the Policy and Excellence Department, Dubai Women's Establishment. Majda Naqi believed that by creating more options for women with more flexible work options, revising the current maternity leave regulations and setting up national childcare centres in government departments the gap can be reduced. Her department intends to set up rules and regulations concerning women and their affairs to help them maintain a balance between their professional and family lives.



### THE FATTEST PAYCHECKS ARE IN SHANGHAI

Shanghai outranked all other cities on the Chinese mainland when it came to income, said a study. According to the report by Zhaopin.com, a human resources website, employees in Shanghai earned between 20,000 yuan (SGD 4,151.38) and 540,000 (SGD 11,2087) yuan a year. The study also found that on average, employees in urban areas received a pay increase of 13.8% in the first half of 2008, compared with 9.7 % in the previous year.

## SCORE AN INTERVIEW WITH A GREAT RESUME



Hiring managers trawl through hundreds of resumes just to shortlist potential candidates. To avoid being sifted away into the rejection pile, you must ensure your resume catches their attention in a matter of seconds.

Here are five quick tips to help you write an effective resume to score that interview:

**1** Use titles or headers related to desired jobs. Identify key words or job descriptions by analysing recruitment advertisements. The key words in these ads can be used in your resume as headings.

**2** Concentrate on on-the-job accomplishments, not job duties. Showcase your work achievements. Explain the advantages of those skills to employers.

**3** Use power words and be as specific as possible. Where job responsibilities and achievements are concerned, apply numbers and figures to quantify and describe them.

**4** Prioritise your content. Prioritise job descriptions by importance, impressiveness and relevance to the job you are applying for.

**5** Tweak and target resumes. Modify your resume according to each position.

# KEEPING IN BALANCE

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*Continued from page 1*

### Get your priorities right

Achieving it is as simple as setting straight your priorities. Take time to reflect and sieve out the most important things in your life. During the different courses of your life, demand on your time changes and you will need to re-examine your priorities from time to time.

While we work to live, we do not live to work. Many a time, family and friends take a back seat in our constant quest for success and financial independence. Once we are aware of our priorities, we should make efforts to adjust our work schedule to accommodate them in our lives. changes and you will need to re-examine your priorities from time to time.

While we work to live, we do not live to work. Many a time, family and friends take a back seat in our constant quest for success and financial independence. Once we are aware of our priorities, we should make efforts to adjust our work schedule to accommodate them in our lives.

### Find the right support

Maintaining a work life balance is not simply an individual endeavour. Many would agree that it would be near impossible to juggle family and work if not for a support system of friends, loved ones, and an understanding employer.

Executives who face difficulties in committing to work full time can work out flexi-work arrangements or compressed workweek with



their managers. Let them know that you are willing to commit 100% at work but you have other personal commitments to fulfil as well.

### Focus, focus, focus

We can be more productive at work and probably avoid working late if we remove distractions at work. Diversions like instant messaging and reading personal emails in the office are counter-productive to your work.

Also, many senior executives get bogged down by issues which they can and should delegate to their subordinates. By delegating, it frees up your time and allows you to focus on the more strategic issues which require more of your attention.

### Rest & Relax

With so much demanding our time and attention, we need to give ourselves personal time and space where we are able to unwind. The downtime allows us to recharge and be ready for new challenges. Keeping a healthy lifestyle is also crucial in sustaining a good balance between work and life beyond the office walls.

Work-life balance is not a myth. It is achievable but it is a continuous process that requires conscious effort. And if you are managing people, it is even more important for you to walk the talk. Harmony between work and personal life helps to eliminate employee burnout and minimise work stress. And where productivity is concerned, a good work-life balance can significantly impact an organisation's retention and attrition, which would in turn affect the bottom line.

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### SCHEDULER (ref no: 081675)

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