



**Forefront Medical Technology Pte Ltd**  
35, Joo Koon Circle  
6th Floor  
Singapore 629110

**Job Title: HR Recruitment Officer (6-month Contract – Flexible working hours)**

**Duties & Responsibilities:**

- Provide recruitment activities for all level of staff
- Conduct refer checks on selected candidates
- Ensure that Job Description/Manpower Requisition Form are in place

**Requirements:**

- Degree/Diploma in BA or related disciplines
- Minimum 3-5 years' experience in recruitment