

**Job Description:** Manager, External & Industrial Relations

**Position Title:** Manager

**Location:** Singapore

**Organisation:** Singapore Organisation of Seamen (SOS)

**Job Summary:**

The Singapore Organisation of Seamen is seeking a motivated and experienced individual to join as Manager of our External and Industrial Relations Division. This role requires strong communication and organisational skills, along with understanding of local, national and international labour laws, employment standards, and collective bargaining agreements.

The ideal candidate needs to have a passion for fostering positive industrial relations and advocating better working conditions, fair pay and safety standards for union members.

This is a full-time and permanent position reporting directly to our senior leadership.

**Responsibilities:**

- Participate in external engagement efforts with industry stakeholders, unions, and government bodies to promote bipartite and tripartite relationships.
- Address labor disputes and participate in mediation processes.
- Stay updated on trends in maritime industry, industrial relations and employment laws.
- Collaborate with internal departments to align industrial relations strategies with the organisation's broader objectives.
- Prepare reports, presentations, and communication materials related to external relations.
- Travel when necessary for overseas assignments.
- Other duties that the role may require.

**Qualifications:**

- **Education:** Minimum Diploma in any field

**Knowledge and Skills:**

- Strong understanding of Singapore's employment laws and labor relations frameworks.
- Excellent interpersonal, negotiation, and conflict-resolution skills.
- Strong problem-solving skills, including the ability to collect and analyze relevant data.
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively, meeting deadlines and managing multiple tasks.
- Proficiency in MS Office and CRM systems.
- Adapt to working in a fast-paced environment.