



PEOPLE AND CULTURE (Full Time)

Join our Lab Studios family full-time as a People & Culture Executive.

If you're passionate about health, fitness, and fostering a vibrant community culture, WE WANT YOU!

This role reports directly to the studio management and is crucial in driving our organization's human capital and cultural strategy. We offer competitive salary packages, wellness benefits, and plenty of room for career growth.

KEY RESPONSIBILITIES:

TALENT ACQUISITION & MANAGEMENT

- Coordinate all recruitment efforts, from drafting job descriptions to screening resumes and organizing interviews with key team members.
- Handle work pass applications, renewals, issuance, and ensure fitness instructor certifications are up-to-date.
- Draft and manage employment contracts while maintaining meticulous employee records.

ONBOARDING & OFFBOARDING

- Conduct orientation programs for new hires, ingraining them with Lab Studios' values and culture. Manage offboarding procedures and conduct exit interviews.

EMPLOYEE ENGAGEMENT & CULTURE

- Champion employee welfare programs, ongoing training, and social responsibility initiatives.
- Foster a positive, inclusive workplace culture that aligns with our brand and core values.

PERFORMANCE & COMPLIANCE

- Monitor and assess employee performance metrics and lead annual performance reviews.
- Ensure compliance with studio guidelines, health and safety standards, and other policies as outlined in the employee handbook.

ADMINISTRATION & REPORTING

- Provide guidance on payroll, leaves, and benefits, and handle contract inquiries.
- Regularly report to studio management and assist in additional tasks as needed.

POLICIES & PROCEDURES

- Develop and update HR policies and procedures tailored to the unique needs of a boutique fitness studio.

SKILLS & REQUIREMENTS:

- Diploma or Degree in Human Resources or a related field
- At least 1 year of experience in a similar role, preferably within the fitness or wellness industry
- Familiarity with labor laws and HR best practices
- Exceptional communication skills, both written and verbal
- Collaborative team player with a strong sense of accountability and motivation
- Excellent organizational and time-management abilities
- High level of integrity and discretion in handling confidential information
- Proficiency in Microsoft Office Applications
- Passion for health and fitness is a definite plus!

If you meet these criteria and are excited about contributing to a dynamic, creative environment, come help us make Lab Studios not just a great place to work out, but a great place to work!

SEND YOUR CV TO: contact@labstudios.com