



CR/095016 | HR Executive (1 year contract)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1538163

Industry

Other (Manufacturing)

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 1st, 2025 20:13

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

This leading international oil and gas corporation operates in over 30 countries with a workforce of 25,000 employees. It seeks talented individuals to join its team and help tackle unique challenges while continuing to innovate.

Job Responsibilities:

Recruitment and Onboarding:

- Coordinate and participate in the recruitment process, including job posting, screening resumes, and conducting interviews.
- Facilitate the onboarding process for new hires, ensuring a smooth transition into the organization.

Performance Management (KPI):

- Provide support to managers and employees in performance-related matters.

Training and Development:

- Identify training needs and coordinate relevant training programs for employees.
- Promote a culture of continuous learning and development within the organization.

HR Policies and Compliance:

- Ensure compliance with HR policies and procedures.
- Stay updated on labor laws and regulations to ensure the organization's practices align with legal requirements.
- Assist Div. Head to update staff benefits, update company handbook etc

Benefits Administration:

- Administer employee benefits programs, including health insurance, and other employee perks.
- Assist employees with benefit-related inquiries and issues

HR Administration:

- Maintain accurate and up-to-date employee records.
- Handle HR administrative tasks such as documentation, contracts, and letters.
- Hands on for Employment and dependent pass, transfer, cancellation etc.
- Assist to verify staff claims.
- Require to assist monthly payroll and CPF contributions etc.
- Expats management (tenancy agreement, condo etc)

Employee Engagement:

- Develop and implement initiatives to enhance employee engagement and satisfaction.
- Organize team-building activities and events

Requirements:

- Diploma or degree in Human Resources, Business Administration, or a related field.
- 1-3 years of proven experience in HR roles, with a focus on recruitment, employee relations, and HR administration.
- Strong knowledge of MOM's, CPF labor laws and regulations.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.
- Independent, detail-oriented and organized with strong problem-solving skills

Interested candidates who wish to apply for the above positions, please click "Apply now"

We regret that only shortlisted candidates will be notified.

JAC Recruitment Pte. Ltd.

EA License No: 90C3026

EA Personnel No: R1552289

EA Personnel Name: Tey Tai Nian

Company Description