



CR/095147 | HR Admin

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1538175

Industry

Bank, Trust Bank

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

Our client is a leading global investment firm known for its innovative approach and commitment to driving growth across sectors such as healthcare, technology, and financial services. The company leverages data-driven strategies and industry expertise to create lasting value in a dynamic market. They are expanding and are currently in search of an HR Admin.

JOB RESPONSIBILITIES

- Maintain and update employee records in HR databases and personnel files.
- Prepare HR documents such as employment contracts, letters, and memos.
- Assist with the onboarding and offboarding process, including orientation and exit interviews.
- Collect and verify attendance records for payroll processing.
- Assist in the preparation and submission of monthly payroll data.
- Handle HR-related enquiries from employees.
- Maintain office supplies and support general administrative tasks as required.

JOB REQUIREMENTS

- At least 1-2 years of relevant experience in HR administration or a similar role.
- Proficient in MS Office (Word, Excel, PowerPoint).
- Excellent organizational and time management skills.
- Strong attention to detail and ability to handle confidential information.
- Good interpersonal and communication skills.

Working Location: Singapore

Shruthi Hegde (R1437400)
JAC Recruitment Pte. Ltd. (90C3026)

Company Description