



CR/095136 | Senior Human Resources Coordinator (6 months)

Job Information

Recruiter
[JAC Recruitment Singapore](#)
Job ID

1540072

Industry

Bank, Trust Bank

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:08

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

A diversified global trading, investment, and service enterprise headquartered in Tokyo, Japan. The company operates in various sectors including mineral and metal resources, energy, infrastructure projects, mobility, chemicals, food, and wellness

JOB RESPONSIBILITIES

- Manage the complete payroll process for expatriate employees from Group Companies and emerging markets, including income tax, payroll provisions, and benefits reimbursements, with close guidance.
- Prepare and process intercompany billing and cost allocation for expatriate compensation, ensuring accurate tracking and reconciliation across multiple entities and markets.
- Maintain precise and up-to-date records of expatriate employees, including employment contracts, personal details, assignment letters, and other relevant documentation through various HR systems and folders.

- Provide administrative support to the Remuneration team and assist with ad-hoc HR tasks or projects as needed to ensure smooth daily operations.
- Support compliance with internal policies, tax, and audit requirements by preparing necessary documentation and reports related to expatriate payroll and benefits.

JOB REQUIREMENTS

- Diploma or Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum 1-2 years of relevant experience in payroll processing, HR administration, or expatriate support duties.
- High attention to detail and accuracy, especially in handling numbers and documentation.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Ability to maintain confidentiality and handle sensitive employee data.
- Strong organizational and time management skills to meet payroll and billing deadlines.
- Strong interpersonal and communication skills to work with internal stakeholders and external vendors.

Kindly apply online or get in touch with me directly at neal.lou@jac-recruitment.com for additional details about this opportunity. We regret to tell you that, due to the large number of applicants, only those who make the short list will be notified. Thank you!

EA Personnel: Lou Kay Shaun Neal

EA Personnel No: R22109163

EA License No: 90C3026

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#countrysingapore

Company Description