



PR/094813 | Head of People

Job Information

Recruiter[JAC Recruitment Singapore](#)**Job ID**

1544855

Industry

Other

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 10:52

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

The Head of People is responsible for leading the people management function and driving HR strategies that align with the organization's goals. This role involves overseeing HR processes, ensuring compliance with employment laws, and fostering a positive workplace culture.

Key Responsibilities:

- Develop and implement HR strategies and initiatives.
- Oversee recruitment, onboarding, and talent management processes.
- Ensure legal compliance throughout human resource management.
- Manage employee relations, including handling grievances and disciplinary actions.
- Promote a culture of diversity, equity, and inclusion (DEI).

- Oversee performance management and employee development programs.
- Manage HR budgets and report on HR metrics.
- Ensure the confidentiality of HR records and information.
- Lead initiatives in talent development, compensation, benefits, and employee engagement.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Extensive experience in HR leadership and management.
- Strong knowledge of HR laws and regulations.
- Excellent communication and interpersonal skills.
- Ability to lead and manage a team effectively.
- Proficiency in HR software and tools.
- Professional HR certification (e.g., CIPD) is a plus.

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Company Description