



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.

JAC Recruitment Pte. Ltd.

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Company Description