



PR/095342 | Assistant HRBP Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1544859

Industry

Retail

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 10:53

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

Our client is a renowned fashion retailer headquartered in Singapore, known for its modern footwear, bags, and accessories. With a strong global presence across Asia, Europe, and the Middle East, the company is committed to delivering contemporary designs and elevating the customer experience through innovation and creativity.

Responsibilities

- Responsible for end-to-end recruitment cycle which includes sourcing, interviewing, onboarding and offboarding
- Partner with business leaders and Talent Management team to identify and define manpower requirements to build strong talent pipeline
- Partner with relevant statutory boards and educational institutions to participate in talent attraction and management programmes
- Manage HR operations duties in areas such as preparation of HR related letters, benefits administration, work pass

administration, maintenance of employee data and documentation

- Lead and participate in HR projects to enhance employer branding and employee experience
- Provide counsel and guidance to line management or employees on manpower/employee relations/workplace issues such as grievances, disciplinary matters, manpower planning etc.
- Drive employer branding initiatives and effective storytelling across all internal and external platforms such as SharePoint, LinkedIn, Glassdoor etc.
- Ensure HR policies and practices are kept abreast of market trends and in compliance with local statutory and regulatory requirements

Requirements

- Degree in Human Resource Management, Psychology or in related discipline(s)
- At least 5 years of related work experience in Talent Acquisition, HR Business Partnering and/or Human Resources preferred
- Well-versed in the Employment Act and related local labour/employment related legislations
- Effective communicator, enjoys meeting people and able to build strong collaborative relationships across business teams and functions

JAC Recruitment Pte. Ltd.

1 Raffles Place #42-01, One Raffles Place, Tower 1, Singapore 048616

Tel: 6224 6864

Name: Dessere Leong

EA Personnel Registration Number: R22107461

#LI-JACSG

#countrysingapore

Company Description