



PR/095424 | HR & Admin Executive / Assistant Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1544870

Industry

Other

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

A well-established local printing and graphic solutions provider with over 45 years of history, the company offers a wide range of services including digital printing, photocopying, book binding, laminating, and production of marketing materials such as banners and signage. Known for its fast turnaround and reliable service, it supports both corporate and individual clients across various industries.

Responsibilities

- Payroll & Benefits: Process monthly payroll for all staff levels, handle employee leave and medical claims.
- Employee Support: Administer work pass renewals, address grievances, and assist with repatriation.
- Government Compliance: Monitor government websites for updates and ensure work passes and CPF submissions are on time.
- Records & Reports: Maintain filing system, prepare leave reports, annual salary reviews, and payroll summaries etc.
- Compliance & Audits: Ensure accurate record-keeping, handle MOM surveys, and manage bi-annual stock checks.
- Employee Engagement: Engage employees, check morale, and monitor work status.
- Event Coordination: Organize company events and manage staff recognition.
- Procurement & Inventory: Monitor stock (e.g., uniforms, stationery), and handle purchasing and supplier matters.

- Insurance & Claims: Renew corporate and medical insurance and apply for any government subsidies.
- Admin Duties: Other ad-hoc admin duties assigned by Director / Assistant Director.
- Diploma or Degree in Human Resource Management, Business Administration, or related field
- At least 2 years of relevant HR and administrative experience for Executive level; 5 years or more with supervisory exposure for Assistant Manager level
- Hands-on experience in payroll processing, CPF submissions, and work pass management
- Familiarity with MOM regulations, government portals, and HR compliance matters
- Strong organizational and multitasking skills with attention to detail
- Proficient in Microsoft Office (Excel, Word) and comfortable handling HR reports
- Good interpersonal and communication skills; able to maintain confidentiality
- Proactive, independent, and able to engage staff across all levels
- Prior experience in event planning or procurement is a plus

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Company Description