



PR/095425 | HR Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1544871

Industry

Other (Manufacturing)

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 leading Japanese multinational engineering and manufacturing firm with a long-standing presence in sectors such as energy, aerospace, shipbuilding, and industrial machinery. The company is known for its innovation and large-scale infrastructure solutions, supporting global industries with advanced technology and sustainable engineering practices.

The HR Executive will support the Organization & People Development (O&PD) Group in delivering effective and high-quality HR programs, particularly in the areas of talent acquisition, onboarding, learning and development, and organizational development. Reporting directly to the Senior Group Manager, the incumbent plays a key role in ensuring smooth HR service delivery, employee experience, and operational support in alignment with the broader goals of the HR Department.

The role also involves cross-functional collaboration with other HR sub-teams (e.g., HR Operations, HRIS, and Employee Engagement) to support team coverage during leave periods, peak workload seasons, or ad hoc projects. The scope of work may be reassigned from time to time based on business needs and team load balancing.

Regional Support

- Support expatriate-related HR processes, including tenancy tracking and documentation.
- Prepare and issue HR letters for transfers, extensions, and other changes.
- Collaborate with HR teams from APAC entities on shared projects and mobility programs.

Compensation and Benefits

- Perform monthly payroll management.
- Ensure timely and accurate submission of CPF, IR21 and annual income tax declaration.
- Support in regional employee income tax matters.
- Prepare monthly headcount and payroll reports.
- Claim for reimbursement from government (NS Claim, Maternity, Childcare, Paternity etc.)
- Manage medical, health insurance, work injury compensation, leave administration etc.

Talent Acquisition / Onboarding & Offboarding

- Support end-to-end recruitment processes: job postings (including internal boards), interview scheduling, agency coordination, and background checks.
- Prepare offer letters and onboarding documents.
- Coordinate new joiner orientation and onboarding logistics.
- Manage work pass applications, renewals, and cancellations.
- Handle off-boarding process, including preparation of acceptance of resignation letter, exit clearance forms and update movement report.

Training and Development

- Support in Company's training and development initiatives, source for training providers and relevant training programs.
- Support training facilitation logistics, including venue/meals/visa/accommodation.
- Coordinate and keep track of all in-house and external training.
- Support in evaluating training effectiveness, performing training administration duties and maintaining training records.
- Liaise with government authorities for relevant funding, grants and support.
- Generate training report/statistics

Performance Management

- Assist with periodical and staff confirmation performance appraisal exercises.
- Conduct staff communications briefing and refresher sessions.
- Support in compiling benchmarking data for increments, promotions, and bonus exercises

Team Collaboration & other ad-hoc support

- Attend to employees' queries on various HR related matters.

- Participate in various statutory and ad-hoc surveys.
- Submission of invoices/expenses into accounting/ claim system
- Collaborate with regional entities' HR members and support in APAC HR initiatives when required.
- Support ISO and internal audit and related matters.
- Stay abreast of current HR trends and employment law.
- Other ad-hoc duties/ projects as assigned by managers

Requirements

- Minimum Diploma in Human Resources, or equivalent is preferred.
- Minimum 3 years of work experience in the area of Human Resources including payroll-processing
- Good knowledge and interpretation of the employment Act and government regulations
- Knowledge in Unit4 Prosoft and SuccessFactors are advantageous
- Ability to maintain confidentiality with highly sensitive data
- Proficient in Microsoft Office programs (e.g. Word, Excel, Outlook, PowerPoint)
- Excellent written and verbal communication skills
- Detail orientated with strong organizational skill.
- Good interpersonal and problem-solving skills.
- Able to work as a team as well as independently.
- Agility to learning and adapt to changes.
- Customer & quality centric mindset
- Discretion, confidentiality, and professionalism at all times
- Positive & pro-active attitude towards work
- Able to multi-task and work under pressure

Company Description