



PR/095339 | Senior Executive (Regional HR)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1548795

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 04:00

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

We are seeking a motivated and detail-oriented Senior Executive to join our team. This entry-level position is ideal for candidates with a few years of experience who are eager to work on global projects. The Senior Executive will assist in the coordination and execution of various initiatives, including performance management, global talent programs, global training programs, diversity and inclusion (D&I), and corporate branding. The successful candidate will work closely with the main coordinator to ensure the smooth implementation of these projects. This role requires an all-rounder who can work across different departments, with the flexibility to learn and adapt to new skills, like but not equal to a management trainee.

Key Responsibilities:

- Assist in the development and implementation of performance management systems.
- Support the coordination of global talent programs, including talent identification, development, and retention strategies.
- Help organize and manage global training programs, ensuring alignment with organizational goals.

- Contribute to diversity and inclusion initiatives, promoting a culture of equity and belonging.
- Assist in corporate branding efforts, including internal and external communications.
- Collaborate with cross-functional teams to ensure project milestones are met.
- Prepare reports and presentations for senior management.
- Maintain accurate records and documentation for all projects.
- Work across different departments to support various initiatives and projects, including but not limited to:
 - Human Resources
 - Talent Management
 - Learning and Development
 - Diversity and Inclusion
 - Corporate Planning
 - Corporate Communications
 - Finance
 - Legal and Compliance
 - Digital Transformation

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 2-3 years of relevant experience in HR, talent management, or a related area.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Willingness to learn and adapt to new skills and responsibilities.
- The capacity to generate new ideas and approaches to solve problems and improve processes. This involves thinking creatively, challenging the status quo, and proposing novel solutions.

Other Associated Job Responsibilities:

- Employee engagement initiatives.
- Succession planning support.
- HR data analysis and reporting.
- Coordination of employee recognition programs.
- Support for recruitment and onboarding processes.
- Assistance with compliance and policy development.
- Work with various departments to support and implement initiatives, ensuring alignment with overall organizational goals.
- Identify opportunities for process improvements and contribute to the development of best practices.
- Maintain effective communication with internal and external stakeholders to ensure project success.

JAC Recruitment Pte. Ltd.

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#countrysingapore

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Company Description