



JAC Recruitment

We are recruitment specialists around the globe

Singapore



PR/095547 | Human Resource Manager

Job Information

Recruiter[JAC Recruitment Singapore](#)**Job ID**

1548842

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:50

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 a fast-growing international F&B group with a presence in over 500 locations globally. Known for our unique self-service dining concept and bold flavours, we continue to expand rapidly across Asia and beyond.

We are now seeking a hands-on HR Manager to join our lean and dynamic team. This role will manage day-to-day HR operations while also driving key people initiatives to enhance employee experience, support business goals, and ensure HR operational excellence. It's a broad, impactful role that combines both strategic input and on-the-ground execution.

Your Key Impact

- Bring Seamless and accurate HR process execution from recruitment to offboarding to the business
- Create positive and meaningful employee experiences
- Champion our values and strengthen our corporate culture

Your Key Responsibilities

HRIS Migration & Implementation

- Lead the end-to-end migration from existing HR systems to a new HRIS platform
- Partner with vendors and internal stakeholders to define requirements, map data and configure system modules.
- Ensure smooth data migration, UAT testing and go-live readiness
- Develop SOPs, user guides and training sessions for HR and business users
- Monitor system adoption and continuously optimize features post-implementation

HR Operations

- Manage daily HR operations including employee onboarding / offboarding, work passes, payroll, HRIS, contracts and employee documentation.
- Ensure compliance with employment laws in Singapore

Talent Acquisition and Development

- Lead end-to-end recruitment planning and execution, including job postings, interviews, offers and onboarding
- Drive onboarding, training and development programs to support employee growth and retention.

Performance & Reward Management

- Manage performance review cycles and drive a culture of continuous feedback and recognition.
- Recommend and implement improvements to performance management and recognition systems.

Employee Engagement & Recognition

- Conduct employee engagement surveys, analyse results, and implement action plans.
- Act as trusted advisor to managers on team development, communication, and motivation.
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What we are looking for:

- 7-10+ years of hands-on HR generalist experience in a fast-paced, operational setting (F&B / Retail / Service preferred)
- Proven experience in HRIS migration and implementation is essential
- Strong project management skills with attention to detail and timelines
- Excellent interpersonal and communication skills, with a people-first mindset
- Solid understanding of Singapore employment laws
- Degree in Human Resource Management, Business or related discipline
- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Fluent in English, both written and spoken

Why Join Us?

- Be part of a fast-growing organization with strong leadership support and a clear vision
- Take on a high-impact role where your work directly shapes company culture and employee engagement
- Growth your career with exciting opportunities in a rapidly expanding regional business

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description