



PR/095907 | Section Leader, Human Resources & Human Capital Development

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1558113

Industry

Education

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 16th, 2025 10:23

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

The Company

My client is a regional headquarters for a well-established education group, overseeing operations across multiple countries in Asia and Oceania. They focus on driving educational excellence and supporting franchise networks through strategic guidance, training, and operational support.

The Role

To provide support in the development and execution of the Human Resource functions to ensure effective utilization of human capital to support the realisation of goals of the division.

Duties & Responsibilities:

- Partner with business division leaders to understand their division needs to develop and implement recruitment and talent retention strategies to support the attainment of business goals.
- Anticipate and provide HR advice and consultation to Divisions in addressing manpower planning, performance management, career development and staff management issues.
- Undertake HR policies and processes review to enhance stakeholder and employee experience.
- Manage performance management process, including performance evaluation through SuccessFactors, goal setting, and career progression.
- Foster a positive workplace culture through employee engagement initiatives, aligning with Kumon's mission and vision.
- Prepare annual expense forecast and budget for the division.
- Promote continuous learning and professional development culture in the company.
- Provide supervisory oversight to assigned team members for HR operational activities.
- Provide support to the regional countries with consultation and advice on HR practices
- Regularly engage with HR counterparts from regional countries for regional connection for culture building, continuous learning and collaboration across the region.
- Other projects or tasks as assigned.

Requirements:

- Good knowledge of employment regulations in Singapore
- Strong stakeholder management skills and excellent communication skills
- People-oriented and able to engage with all levels of employees
- An enthusiastic and driven self-starter, and able to think innovatively to improve current states
- A degree preferably in Human Resources, Business Management or related discipline
- Minimum 6-8 years of HR generalist experience with at least 1 year of supervisory experience
- Previous experience in providing regional HR support will be an advantage but not necessary
- Able to travel if needed
- Knowledge of SuccessFactors system will be an advantage

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Company Description