



PR/095774 | Senior HR Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1559106

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 10:38

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position Title: HR Generalist

Company

You'll be joining a leading energy trading company in the oil & gas and liquefied natural gas (LNG) industry. Headquartered in Singapore, the firm serves as the regional hub for global LNG marketing, trading, and delivery operations. Backed by a major Japanese conglomerate, the company plays a key role in managing LNG produced from international equity projects, ensuring efficient contract execution, logistics coordination, and market development across Asia and beyond.

Position Summary

You'll be managing day-to-day HR operations, including onboarding, payroll coordination, recruitment support, training logistics, and employee relations. The role also involves ensuring compliance with Singapore's employment regulations. You may take on strategic HR projects such as policy development and compensation analysis

Key Responsibilities

Independently executes HR operations including but not limited to the followings:

HR Administration

- Process new hire documentation, contracts, and onboarding
- Maintain employee records and HR system data
- Coordinate payroll processing and benefits administration
- Handle work permits, MOM submissions, and compliance reporting
- Manage leave applications, attendance tracking, and employee inquiries

Recruitment Support

- Post jobs, screen applications, and schedule interviews
- Conduct reference checks and prepare offer letters
- Support onboarding and maintain recruitment databases
- Coordinate with hiring managers and external recruiters

Performance Management & Appraisal

- Coordinate annual appraisal cycles and timeline management
- Distribute forms, track completion, and schedule review meetings
- Maintain appraisal records and historical data

Training & Development Operations

- Assess training needs and source appropriate programs
- Schedule sessions, track attendance, and manage certifications
- Work with external providers and manage training budgets

Employee Relations & Compliance

- Ensure Singapore Employment Act compliance
- Process employment pass applications and renewals
- Maintain confidential files and audit documentation

Strategic Responsibilities (Performance-Based)

- Support HR initiatives and workforce planning
- Contribute to policy development and process improvement
- Assist with compensation analysis and benchmarking
- Lead small-scale HR projects with guidance

Required Qualifications

- Diploma/Bachelor's in HR, Business, or related field
- 2-4 years operational HR experience
- Proficiency in MS Office and HRIS
- Knowledge of Singapore employment regulations
- Strong organizational and communication skills
- Multicultural experience preferred
- Detail-oriented with strong follow-through
- Ability to handle confidential information
- Professional demeanor in fast-paced environment
- Self-motivated with improvement mindset
- Learning agility and eagerness for new challenges

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Company Description