



PR/096085 | HR Workday Coordinator

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1561376

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

November 11th, 2025 10:01

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

Our client is a global fashion and lifestyle brand, known for its modern designs and strong digital presence. With over 700 stores worldwide and a growing e-commerce platform, the company continues to blend creativity, innovation, and technology to deliver stylish, high-quality products and a seamless customer experience across international markets.

The HR Technology Engineer will support and improve the company's Workday HR system, making sure it runs smoothly and meets business needs. This includes maintaining data accuracy, creating reports, fixing issues, and helping HR teams use the system effectively. The role also involves finding ways to automate processes and make HR operations more efficient. It's ideal for someone tech-savvy, detail-oriented, and interested in using technology to make HR work better.

Responsibilities:

- Configure and customize the Workday system to meet the company's HR needs, including setting up workflows, security roles, and reporting.
- Perform regular system maintenance, updates, and troubleshooting to ensure optimal performance.

- Provide technical support to HR team members and other users, addressing system-related issues and inquiries.
- Conduct training sessions for HR team members and other users to enhance their understanding and utilization of the Workday system.
- Ensure accurate and secure management of employee data within the Workday system.
- Develop and generate reports and dashboards to provide insights into HR metrics and performance.
- Identify opportunities for process improvements and system enhancements to streamline HR operations.
- Ensure the Workday system complies with company policies, procedures, and regulatory requirements.
- Support HR projects and initiatives that involve the Workday system.
- Provide specialized support for Workday modules, including HCM, Recruitment, Performance, Absence, and Time Tracking.

Qualifications and Requirements:

- Bachelor's degree in Human Resources, Information Technology, Business Administration, or a related field.
- Minimum of 3-5 years of hands-on experience with Workday HCM configuration and support.
- Strong technical skills, including proficiency in Workday configuration and customization. Excellent problem-solving, communication, and organizational skills.

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