



PR/096428 | HR Shared Services Assistant Manager

Job Information

Recruiter

[JAC Recruitment Singapore](#)

Job ID

1570945

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

The Company is an Integrated Facilities Management (IFM) company with more than 2,000 employees, providing healthcare support services and property & facilities management services to both public and private sectors in Singapore. The company has 2 core businesses in healthcare support and facilities management services.

Besides Singapore, the Group also has strong presence in Malaysia and Taiwan. Collectively, it has a total combined staff strength of more than 10,000 across Singapore, Malaysia and Taiwan.

DUTIES & RESPONSIBILITIES

- Provide administrative and coordination support to the Human Resource department
- Maintain and standardise HR documentation, templates, policies and procedures.
- Assist in resource planning, logistics, data collation and monitoring of departmental focus areas and initiatives
- Serve as a central point of contact for department-level documentation

- Assist in the planning and coordination of HR projects
- Track project timelines with trackers, update on progress and deliverables
- Support in other emerging HR priorities and organizational needs

REQUIREMENTS

- Degree in Human Resource or related field with more than 3 years of relevant HR experience
- Strong organisational, project coordination and administrative skills
- Meticulous, proactive and able to handle confidential information with discretion
- Strong teamwork and collaboration
- High integrity and confidentiality

Dessere Leong

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R22107461

#LI-JACSG #countrysingapore

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Company Description