



## CR/096510 | HR Specialist

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1574756

**Industry**

Other (Recruitment Services)

**Job Type**

Contract

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

March 10th, 2026 07:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### COMPANY OVERVIEW

A well-established global enterprise offering a diverse portfolio of technology products and business solutions designed to support growth, collaboration, and digital transformation.

#### JOB RESPONSIBILITIES

- Support payroll coordination and ensure accurate, timely HR operations.
- Manage HR vendors, contracts, and purchase orders.
- Oversee local benefits procurement and statutory compliance requirements.
- Handle onboarding, offboarding, and maintenance of employee records.

- Lead local compliance checks, audits, training, and handbook updates.
- Coordinate statutory submissions and liaise with government agencies.
- Provide HR administrative support and assist with cross-functional HR projects.
- Maintain HR data tools and advise stakeholders based on workforce reports.

#### JOB REQUIREMENTS

- Atleast 2 years of experience in HR operations, payroll coordination, or managing HR vendors.
- Good understanding of Singapore labour laws, statutory frameworks, and HR compliance requirements.
- Proficiency with HR systems and strong working knowledge of Microsoft Office tools.
- Hands-on experience with Singapore-specific HR processes and statutory obligations.
- Strong organizational and stakeholder-management skills.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

**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.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

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Company Description