



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

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Company Description