



PR/096696 | HR & Admin Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1580368

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

March 17th, 2026 06:00

General Requirements

Minimum Experience Level

Over 1 year

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 Role

A generalist role to support and ensure the smooth running of day-to-day operations of the Human Resource and Admin Group. And, to ensure our compliance to Singapore's regulations.

Principal Responsibilities

Systems / Data Management (30%)

- Assist in monthly payroll processing, CPF and income tax submission, NS claims, childcare claims, etc and all related matters.
- Verify overtime and leave records.
- Generate reports and provide analysis data when required.
- Participate in MOM, salary and any other surveys.
- Be superuser of all HRIS and keep them updated timely and accurately.

- Assist in entire performance appraisal cycle.
- Educate managers on the concept of performance management and how to conduct appraisal/evaluation in the system.
- Follow up with managers to submit appraisal timely.
- Handle systems' control and customization

Recruitment & Staff Exit (20%)

- Advertise for job vacancies internally and externally.
- Arrange for interviews, its necessary follow ups and documentation.
- Verify candidate's documents before job offer.
- Prepare letter of appointment, acceptance of resignation letters, transfer letters, etc.
- Assist in application and renewal of work passes and handle any issues with MOM
- Perform new hire onboarding, orientation, off boarding, etc.
- Set up personnel files.

Training (30%)

- Source for training programs.
- Prepare preliminary and final training plans.
- Register employees for training and source course replacement, where necessary.
- Track and ensure all training documents are submitted timely.
- Claim for training grants where applicable.
- Ensure training plans are fulfilled and achieve our yearly Quality Objective.
- Evaluate training providers based on employees' feedback.
- Represent HR & Admin as internal auditor and auditee.

Admin / Facilities (5%)

- Assist in office administration, company documentation and company policy management.
- Back up for office maintenance and renovation projects.
- Assist to cover reception duties when required.

Benefits & Others (15%)

- Keep up to date on Employment Act/Regulations and ensure compliance of our company.
- Update monthly staff movements to insurance.
- Handle company insurance enquires and liaise with broker.
- Verify yearly insurance premiums.
- Organize company events, activities, Long Service Awards, etc.
- Support on any new initiatives and process improvements.
- Constantly think of improving our company's environment and benefits.
- Revamp or revise forms and templates.
- To conform with company environmental practices.
- Perform any other task as assigned.

Requirements

- Diploma in HR Management.
- 3 to 5 years of experience in handling payroll is a must.
- Experience using payroll software.
- Familiar with HR policies and procedures
- Good knowledge of Employment Act, CPF and Income Tax Regulations
- Willing to work standby out of office hours and on weekends and public holidays.
- Able to handle confidential information.
- Exercise high level of integrity and responsibility.
- Eye for detail, organized
- Positive working attitude & good team player.

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