



## PR/096812 | Compensation & Benefits Assistant Manager

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1583821

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

June 2nd, 2026 07:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Native

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**The Company**

Our client is a regional consulting and advisory firm with operations across Asia, supporting businesses with strategic projects, operational management, and organizational development. The Singapore office works closely with regional leadership to drive key business and HR initiatives across the organization.

**The Role**

This role will lead the Compensation & Benefits function and key HR initiatives, ensuring HR policies, processes, and reward strategies align with the company's regional objectives. The position will also support broader HR operations and work closely with headquarters to implement HR frameworks across the organization.

**Key Responsibilities**

- Support the implementation of regional HR policies and processes in alignment with headquarters
- Develop and manage Compensation & Benefits programs, ensuring competitiveness and internal equity
- Monitor and analyze HR metrics and workforce data to support decision-making

- Support international HR initiatives including staffing, performance management, and policy deployment
- Oversee day-to-day HR operations with support from the HR administrative team
- Draft and review HR policies, procedures, and proposals
- Lead or support key HR transformation and strategic projects

#### Requirements

- Minimum 8 years of HR experience, with strong exposure to Compensation & Benefits
- Good understanding of employment regulations and HR practices in Singapore and Southeast Asia
- Experience across core HR functions including employee relations, performance management, HRIS, and talent development
- Strong analytical and project management skills
- Excellent communication and stakeholder management abilities
- Proficiency in English and Mandarin to communicate with regional stakeholders

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Jonathan Gouw  
JAC Recruitment Pte Ltd  
EA License Number: 90C3026  
EA Personnel: R22108517

#LI-JACSG #countrysingapore

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