



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

March 24th, 2026 10:14

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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Company Description