



PR/096944 | HR Assistant Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1591512

Industry

Tourism

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 10:34

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

My client is a leading company in the Travel space, and we are seeking an experienced HR Assistant Manager to support and manage core HR functions across the organisation. This role focuses on HR operations, compliance, and process improvement, and requires someone who is hands-on and able to thrive in a fast-paced environment.

Key Responsibilities

- Manage end-to-end HR operations including recruitment, onboarding, performance management, and employee lifecycle processes
- Ensure compliance with local labour laws, regulations, and internal policies
- Develop and enhance HR policies, procedures, and internal control frameworks
- Act as a key point of contact for employee relations matters, providing guidance and resolving issues
- Support organisational development, workforce planning, and talent management initiatives
- Maintain accurate and confidential HR records and documentation
- Drive or support HR projects and continuous improvement initiatives
- Provide HR advisory support to stakeholders and contribute to decision-making
- Support internal and external audits, ensuring adherence to governance standards
- Identify operational gaps and implement effective solutions

Requirements

- Degree in Human Resources, Business Administration, or related field
- 5–8 years of HR experience, with strong exposure to HR operations and compliance
- Good knowledge of employment laws and HR best practices
- Experience with internal controls, audit processes, or governance frameworks is advantageous
- HR certification (e.g. IHRP, SHRM or equivalent) is a plus
- Experience in a fast-paced or regional environment is preferred
- Strong organisational, analytical, and problem-solving skills
- Ability to manage multiple priorities under pressure
- Strong communication and stakeholder management skills
- High level of professionalism, integrity, and confidentiality

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