



PR/097071 | HR Generalist

## Job Information

### Recruiter

JAC Recruitment Singapore

### Job ID

1599630

### Industry

Other (Manufacturing)

### Job Type

Permanent Full-time

### Location

Singapore

### Salary

Negotiable, based on experience

### Refreshed

June 26th, 2026 11:49

## 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

### COMPANY OVERVIEW

The organization is a well-established Asia-Pacific regional headquarters based in Singapore, with a long-standing presence supporting manufacturing and industrial customers across the region. It is known for delivering advanced, technology-driven solutions that contribute to smart manufacturing, precision engineering, and high-value industrial applications. With a stable corporate structure and strong regional footprint, the company offers a professional and structured work environment, collaborative culture, and opportunities for employees to gain regional exposure while developing their skills in a supportive setting.

### JOB RESPONSIBILITIES

The HR Executive will support a wide range of human resources functions, including recruitment, HR operations, employee benefits administration, and general HR support. This role works closely with internal stakeholders to fulfill hiring requirements, ensure accuracy of HR data and reporting, and manages foreign manpower matters. The position also provides administrative support to ensure smooth day-to-day HR operations.

- Support the full recruitment cycle, including sourcing, screening, interviewing coordination, offer administration, and onboarding
- Partner with department heads to understand manpower needs and support recruitment for specialized and technical roles
- Administer employee benefits, including insurance and medical plans, and manage renewals and related documentation
- Handle foreign manpower matters, including work pass applications, renewals, and transactions with government authorities
- Prepare, consolidate, and submit monthly manpower and HR reports
- Maintain and update HR databases, ensuring data accuracy, consistency, and confidentiality
- Coordinate business card requests and related employee administrative needs
- Provide backup support for general administration duties when required
- Undertake ad-hoc HR and administrative tasks as assigned

#### JOB REQUIREMENTS

- Diploma or Degree in Human Resources Management, Business Administration, or a related discipline
- At least 3 years of relevant experience in an HR Generalist or HR Executive role
- Good knowledge of Singapore employment laws, HR practices, and statutory requirements
- Proficient in Microsoft Office applications, particularly Excel, Word, and PowerPoint
- Able to work effectively in a fast-paced and dynamic environment
- Strong interpersonal, communication, and teamwork skills
- Fundamental HR experience with the ability to learn quickly and adapt

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description