



PR/110716 | Sr. Executive- HR / Administration

Job Information

Recruiter

JAC Recruitment India

Job ID

1609957

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 15th, 2026 06:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities

As part of a small organization, you will be responsible for a broad range of HR and General Administration functions rather than a narrowly defined area. Working closely with internal and external stakeholders, you will support the smooth operation of HR processes, employee services, and the overall office environment.

Human Resources

- Coordinate recruitment activities, including communication with recruitment agencies, candidate coordination, interview scheduling, and onboarding
- Coordinate the performance evaluation process, including scheduling, interview arrangements, and documentation
- Handle day-to-day HR operations, including attendance, payroll-related data, leave, insurance, and employee benefits

- Support the handling of employee relations matters and HR-related issues in accordance with applicable labor laws and regulations
- Maintain employee records and HR-related data
- Support the implementation and review of HR policies, employment rules, and internal regulations
- Coordinate employee training and development programs
- Respond to employee inquiries and provide support on HR and labor-related matters
- Support initiatives related to employee engagement and workplace improvement
- Support expatriate employees with contracts, immigration-related procedures, and other administrative matters
- Coordinate with HR-related vendors, consultants, and other external professionals

General Administration

- Handle day-to-day office administration, including office supplies, facilities, equipment, and fixed assets
- Coordinate procurement activities and vendor management
- Provide first-line support for IT and system-related issues and coordinate with relevant vendors or service providers as necessary
- Maintain and coordinate subscriptions, software services, and other administrative systems
- Support compliance-related activities, internal procedures, and the maintenance of relevant records and documentation
- Maintain contracts, corporate documents, and other important records
- Support health and safety, business continuity planning, emergency preparedness, and office security matters
- Coordinate internal training sessions, company events, and other employee-related activities
- Arrange and coordinate domestic and international business travel for employees
- Handle and coordinate office-related and employee support issues as they arise
- Liaise with internal and external stakeholders on various administrative matters
- Support initiatives to improve operational efficiency and the workplace environment
- Perform other HR and general administration duties as required for the smooth operation of the company

Given the early stage of the company's operations, the scope of responsibilities may evolve as the business grows. The role may also involve supporting other administrative functions as needed, including basic accounting and finance-related tasks.

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Company Description