

PR/097789 | HR & Office Administration Manager

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1618601

Industry
Other (Recruitment Services)

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 08:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Native Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Role: HR & Office Administration Manager

Location: Singapore

Our client is a well-established international organization within the travel and hospitality industry, with a strong presence across Asia. They are seeking an experienced HR & Office Administration Manager to support business operations, drive HR excellence, and lead administrative functions within their Singapore office.

Key Responsibilities

Human Resource Management

- Manage end-to-end HR operations including recruitment, onboarding, offboarding, payroll, employee benefits, leave administration, attendance management, work passes and employee records.
- Lead and guide the HR team to ensure accurate and timely execution of HR processes and services.

- Develop, review and implement HR policies and procedures in compliance with Singapore employment regulations and business requirements.
- Support management in workforce planning, talent development, succession planning and organizational initiatives.
- Drive learning and development initiatives, including training needs analysis and employee development programs.
- Manage performance appraisal processes and provide HR guidance on employee performance matters.
- Act as a trusted HR partner to employees and managers on employment-related matters and employee relations issues.
- Oversee employee insurance programs and coordinate with external providers.
- Ensure timely statutory submissions and compliance reporting.
- Continuously improve HR processes, systems and service delivery standards.

Office Administration

- Oversee daily office administration to maintain an efficient and productive work environment.
- Manage office facilities, vendors, service providers, maintenance matters and operational budgets.
- Develop and maintain administrative policies, procedures and documentation.
- Coordinate company events, office projects and administrative initiatives.
- Liaise with external corporate secretarial service providers on statutory matters and filing requirements.
- Support PDPA compliance efforts and records management practices.

Compliance & Internal Controls

- Implement and maintain internal controls across HR and administrative functions.
- Support compliance initiatives, audits and policy implementation.
- Monitor corrective actions and follow up on compliance-related matters.
- Ensure proper documentation, approval workflows and governance standards are maintained.

Team Leadership

- Lead, coach and develop team members to achieve operational excellence.
- Allocate workload, monitor performance and maintain service standards.
- Partner closely with senior management on key HR and administrative initiatives.

Requirements

- Degree in Human Resource Management, Business Administration or related discipline.
- Minimum 8 years of relevant experience in HR and office administration functions.
- At least 2 years of people management experience.
- Strong knowledge of Singapore Employment Act, payroll administration, work pass regulations and statutory requirements.
- Experience handling office administration, vendor management and facilities coordination.
- Exposure to corporate secretarial matters and statutory compliance will be advantageous.
- Familiarity with PDPA requirements and internal control frameworks.
- IHRP-CP or IHRP-SP certification is an added advantage.
- Strong communication and stakeholder management skills.
- Detail-oriented, organized and able to manage multiple priorities independently.

- Proficient in Microsoft Office and HR/payroll systems.

Ready to Take the Next Step?

Interested applicants, please click APPLY NOW.

Do note that we will only be in touch if your application is shortlisted.

Frances Wong En Ci

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R26160019

#LI-JACSG

#countrysingapore

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description