



PR/097810 | HR Associate

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1619224

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

October 27th, 2026 10:16

General Requirements

Minimum Experience Level

Over 1 year

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 Associate (Permanent)

Location: Singapore

Join a leading multinational organisation where you will play a pivotal role in supporting the full spectrum of HR operations while partnering with employees, managers, and external stakeholders to ensure a seamless employee experience.

Responsibilities

- Manage HR administration and employee lifecycle processes, including onboarding, offboarding, transfers, compensation changes, employee records, and HR documentation.
- Maintain accurate employee data across HR systems and ensure compliance with company policies and local employment regulations.
- Support compensation and benefits administration, employee engagement initiatives, training programmes, and HR projects.

- Handle work pass applications, renewals, cancellations, and liaise with relevant authorities and external vendors on immigration-related matters.
- Prepare HR reports, manpower surveys, and support regulatory submissions as required.
- Coordinate recruitment activities, including interview scheduling, candidate management, reference checks, and internship administration.
- Support onboarding activities to ensure a positive and smooth experience for new hires.
- Serve as a first point of contact for employees' HR-related enquiries and provide timely support on policies and procedures.
- Maintain training records, coordinate learning programmes, and generate training reports.
- Administer employee medical and insurance claims.
- Support time attendance and leave management systems.
- Coordinate transportation arrangements and vendor management where required.
- Manage visitor registration processes and provide general administrative support to the HR team.
- Participate in HR initiatives and projects, while contributing to continuous process improvements.

Requirements

- Diploma or Degree in Human Resources, Business Administration, or a related discipline.
- Minimum 2 years of relevant HR experience, preferably within a multinational environment.
- Good understanding of Singapore employment legislation and HR best practices.
- Experience in HR administration, employee lifecycle management, and work pass processing.
- Proficient in HR systems and Microsoft Office applications.
- Strong attention to detail and ability to manage confidential information with discretion.
- Excellent interpersonal and communication skills, with a service-oriented mindset.
- Proactive, organised, and able to manage multiple priorities in a fast-paced environment.
- A collaborative team player with the ability to work effectively across different functions and stakeholders.

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.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Company Description