



CR/095016 | HR Executive (1 year contract)

## 募集職種

### 人材紹介会社

ジェイ エイ シー リクルートメント シンガポール

### 求人ID

1538163

### 業種

その他（メーカー）

### 雇用形態

契約

### 勤務地

シンガポール

### 給与

経験考慮の上、応相談

### 更新日

2025年05月01日 20:13

## 応募必要条件

### 職務経験

3年以上

### キャリアレベル

中途経験者レベル

### 英語レベル

ビジネス会話レベル

### 日本語レベル

ビジネス会話レベル

### 最終学歴

短大卒：準学士号

### 現在のビザ

日本での就労許可は必要ありません

## 募集要項

### COMPANY OVERVIEW

This leading international oil and gas corporation operates in over 30 countries with a workforce of 25,000 employees. It seeks talented individuals to join its team and help tackle unique challenges while continuing to innovate.

### Job Responsibilities:

#### Recruitment and Onboarding:

- Coordinate and participate in the recruitment process, including job posting, screening resumes, and conducting interviews.
- Facilitate the onboarding process for new hires, ensuring a smooth transition into the organization.

#### Performance Management (KPI):

- Provide support to managers and employees in performance-related matters.

**Training and Development:**

- Identify training needs and coordinate relevant training programs for employees.
- Promote a culture of continuous learning and development within the organization.

**HR Policies and Compliance:**

- Ensure compliance with HR policies and procedures.
- Stay updated on labor laws and regulations to ensure the organization's practices align with legal requirements.
- Assist Div. Head to update staff benefits, update company handbook etc

**Benefits Administration:**

- Administer employee benefits programs, including health insurance, and other employee perks.
- Assist employees with benefit-related inquiries and issues

**HR Administration:**

- Maintain accurate and up-to-date employee records.
- Handle HR administrative tasks such as documentation, contracts, and letters.
- Hands on for Employment and dependent pass, transfer, cancellation etc.
- Assist to verify staff claims.
- Require to assist monthly payroll and CPF contributions etc.
- Expats management (tenancy agreement, condo etc)

**Employee Engagement:**

- Develop and implement initiatives to enhance employee engagement and satisfaction.
- Organize team-building activities and events

**Requirements:**

- Diploma or degree in Human Resources, Business Administration, or a related field.
- 1-3 years of proven experience in HR roles, with a focus on recruitment, employee relations, and HR administration.
- Strong knowledge of MOM's, CPF labor laws and regulations.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.
- Independent, detail-oriented and organized with strong problem-solving skills

Interested candidates who wish to apply for the above positions, please click "Apply now"

We regret that only shortlisted candidates will be notified.

JAC Recruitment Pte. Ltd.

EA License No: 90C3026

EA Personnel No: R1552289

EA Personnel Name: Tey Tai Nian