



CR/095136 | Senior Human Resources Coordinator (6 months)

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

1538174

業種

銀行・信託銀行・信用金庫

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

A diversified global trading, investment, and service enterprise headquartered in Tokyo, Japan. The company operates in various sectors including mineral and metal resources, energy, infrastructure projects, mobility, chemicals, food, and wellness

JOB RESPONSIBILITIES

- Manage the complete payroll process for expatriate employees from Group Companies and emerging markets, including income tax, payroll provisions, and benefits reimbursements, with close guidance.
- Prepare and process intercompany billing and cost allocation for expatriate compensation, ensuring accurate tracking and reconciliation across multiple entities and markets.
- Maintain precise and up-to-date records of expatriate employees, including employment contracts, personal details, assignment letters, and other relevant documentation through various HR systems and folders.

- Provide administrative support to the Remuneration team and assist with ad-hoc HR tasks or projects as needed to ensure smooth daily operations.
- Support compliance with internal policies, tax, and audit requirements by preparing necessary documentation and reports related to expatriate payroll and benefits.

JOB REQUIREMENTS

- Diploma or Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum 1-2 years of relevant experience in payroll processing, HR administration, or expatriate support duties.
- High attention to detail and accuracy, especially in handling numbers and documentation.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Ability to maintain confidentiality and handle sensitive employee data.
- Strong organizational and time management skills to meet payroll and billing deadlines.
- Strong interpersonal and communication skills to work with internal stakeholders and external vendors.

Kindly apply online or get in touch with me directly at neal.lou@jac-recruitment.com for additional details about this opportunity. We regret to tell you that, due to the large number of applicants, only those who make the short list will be notified. Thank you!

EA Personnel: Lou Kay Shaun Neal

EA Personnel No: R22109163

EA License No: 90C3026

#LI-JACSG

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会社説明