



CR/095147 | HR Admin

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

1538175

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**

Our client is a leading global investment firm known for its innovative approach and commitment to driving growth across sectors such as healthcare, technology, and financial services. The company leverages data-driven strategies and industry expertise to create lasting value in a dynamic market. They are expanding and are currently in search of an HR Admin.

JOB RESPONSIBILITIES

- Maintain and update employee records in HR databases and personnel files.
- Prepare HR documents such as employment contracts, letters, and memos.
- Assist with the onboarding and offboarding process, including orientation and exit interviews.
- Collect and verify attendance records for payroll processing.
- Assist in the preparation and submission of monthly payroll data.
- Handle HR-related enquiries from employees.
- Maintain office supplies and support general administrative tasks as required.

JOB REQUIREMENTS

- At least 1-2 years of relevant experience in HR administration or a similar role.
- Proficient in MS Office (Word, Excel, PowerPoint).
- Excellent organizational and time management skills.
- Strong attention to detail and ability to handle confidential information.
- Good interpersonal and communication skills.

Working Location: Singapore

Shruthi Hegde (R1437400)
JAC Recruitment Pte. Ltd. (90C3026)

会社説明