



## PR/095424 | HR & Admin Executive / Assistant Manager

### 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

1544870

#### 業種

その他

#### 雇用形態

正社員

#### 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06月17日 10:53

### 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

A well-established local printing and graphic solutions provider with over 45 years of history, the company offers a wide range of services including digital printing, photocopying, book binding, laminating, and production of marketing materials such as banners and signage. Known for its fast turnaround and reliable service, it supports both corporate and individual clients across various industries.

### Responsibilities

- Payroll & Benefits: Process monthly payroll for all staff levels, handle employee leave and medical claims.
- Employee Support: Administer work pass renewals, address grievances, and assist with repatriation.
- Government Compliance: Monitor government websites for updates and ensure work passes and CPF submissions are on time.
- Records & Reports: Maintain filing system, prepare leave reports, annual salary reviews, and payroll summaries etc.
- Compliance & Audits: Ensure accurate record-keeping, handle MOM surveys, and manage bi-annual stock checks.
- Employee Engagement: Engage employees, check morale, and monitor work status.
- Event Coordination: Organize company events and manage staff recognition.
- Procurement & Inventory: Monitor stock (e.g., uniforms, stationery), and handle purchasing and supplier matters.

- Insurance & Claims: Renew corporate and medical insurance and apply for any government subsidies.
- Admin Duties: Other ad-hoc admin duties assigned by Director / Assistant Director.
- Diploma or Degree in Human Resource Management, Business Administration, or related field
- At least 2 years of relevant HR and administrative experience for Executive level; 5 years or more with supervisory exposure for Assistant Manager level
- Hands-on experience in payroll processing, CPF submissions, and work pass management
- Familiarity with MOM regulations, government portals, and HR compliance matters
- Strong organizational and multitasking skills with attention to detail
- Proficient in Microsoft Office (Excel, Word) and comfortable handling HR reports
- Good interpersonal and communication skills; able to maintain confidentiality
- Proactive, independent, and able to engage staff across all levels
- Prior experience in event planning or procurement is a plus

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JAC Recruitment Pte. Ltd.

1 Raffles Place #42-01, One Raffles Place, Tower 1, Singapore 048616

Tel: 6224 6864

Name: Dessere Leong

EA Personnel Registration Number: R22107461

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#countrysingapore

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会社説明