



PR/095629 | Office and HR 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

1552500

業種

銀行・信託銀行・信用金庫

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07月22日 10:39

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 leading global investment management firm headquartered in Brazil, this company manages over USD 10 billion in assets across strategies such as global macro, equities, credit, and private equity. Known for its strong-performing hedge funds and disciplined investment approach, the firm has offices in New York, London, Singapore, and other key markets. It promotes a performance-driven culture with a focus on risk management, capital preservation, and ESG commitments, including carbon neutrality.

The Role

This role blends traditional office management with strategic HR support. The successful candidate will ensure the seamless operation of the Singapore office while playing an active role in people management and HR-related matters. You will be the go-to person for all things operations and culture — from overseeing vendors to participating in complex HR processes— while collaborating closely with global teams.

Key Responsibilities

Office Management & Administrative Duties

- Manage day-to-day office operations, supplies, vendors, and facility maintenance
- Coordinate meetings, internal and external events, and visitor logistics
- Handle reception duties: calls, mail/couriers, and greeting guests
- Coordinate and book complex travel arrangements and itineraries
- Process business expenses and provide administrative support to executives
- Liaise with global SPX offices and teams on shared initiatives
- Own special projects and take initiative on continuous improvement

HR & People Operations Support

- Organize the Interview process for Singapore roles in partnership with hiring managers
- Oversee onboarding and preparation of employment agreements
- Handle day-to-day personnel matters and support employee relations
- Manage monthly payroll processing and coordinate with external payroll providers
- Oversee employee benefits and manage service providers to ensure effective delivery
- Participate in termination processes in coordination with Global HR, Legal, and line managers
- Liaise with Legal and external counsel on local HR practices and compliance matters
- Support cultural integration and internal team communication
- Plan and execute team building and employee engagement initiatives

What You Need to Have

- Bachelor's degree or equivalent (relevant experience may substitute)
- 5+ years in office management, HR support, or operations in a global financial services environment
- Strong command of Microsoft Office (Word, Excel, PowerPoint)
- Excellent communication, problem-solving, and multitasking skills
- Ability to work independently and confidentially across functions

Core Competencies

- Highly organized and detail-oriented
- People-centric with emotional intelligence and team-development mindset
- Proactive, resourceful, and calm under pressure
- A collaborative, trustworthy team player with a "can-do" attitude

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