



シンガポールの求人なら  
JAC Recruitment Singapore

## CR/095747 | 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

1554762

#### 業種

レストラン・フードサービス

#### 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08月12日 10:40

### 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

We are seeking an experienced **HR Manager** to lead and support strategic HR initiatives across the organization, while also providing consultative guidance to affiliated entities within the Singapore market.

The ideal candidate will possess strong communication and stakeholder management skills, along with a comprehensive understanding of key HR functions, including:

- Compensation & Benefits
- Talent Management
- Recruitment
- Employee & Industrial Relations
- Learning & Development

- Performance Management
- Organisational Effectiveness

## JOB RESPONSIBILITIES

This role offers a dynamic opportunity to drive impactful HR strategies and contribute to the growth and success of multiple business units.

### Strategic HR Management & Business Partnering

- Partner with senior leadership to design and implement HR strategies aligned with business goals.
- Manage the full employee lifecycle, including recruitment, onboarding, and offboarding.
- Oversee the execution of annual HR processes such as performance management and compensation reviews.
- Coach line managers to enhance their leadership capabilities and effectiveness.
- Collaborate with internal and external stakeholders to promote continuous learning and development.
- Drive employee engagement initiatives through feedback mechanisms and actionable plans.
- Strengthen succession planning through targeted development programs and interventions.
- **Lead people-focused change management and transformation initiatives, including system enhancements and compensation and benefits projects**

### Internal Communications

- Drive impactful employee engagement through various internal communication channels such as memos and messaging platforms.
- Manage and maintain the local intranet portal, collaborating with cross-functional teams to make it a central hub for engagement.
- Serve as the main point of contact for all internal communications.
- Plan and lead monthly townhall meetings to foster transparency and connection.
- Organize and oversee the annual dinner and dance event, aligned with the yearly business conference.

### Recruitment

- Develop and implement talent acquisition strategies, including Management Trainee and Internship programs to build a strong talent pipeline.
- Lead recruitment campaigns, university outreach, and career fair initiatives to attract top talent.
- Train and support line managers in effective interviewing techniques, such as competency-based interviews.
- Manage recruitment budgets across functions, leveraging cross-border expertise and overseeing all recruitment channels directly.
- Ensure new hires experience a smooth and engaging onboarding process that sets the foundation for a positive employee journey.
- Drive employer branding efforts, collaborating with regional and global teams to align messaging and deliver a compelling employee value proposition to both internal and external audiences.

## JOB REQUIREMENTS

- Bachelor's degree in Business, Human Resources, or a related field.
- 8 to 10 years of relevant HR experience, ideally within the fast-moving consumer goods sector and in a multinational environment.
- Additional certifications in HR-related areas are a plus.
- Proficient in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook.
- Strong command of English in both written and spoken form; proficiency in Mandarin is an advantage.

- Excellent interpersonal skills with the ability to support employees across all levels and work effectively in a multicultural setting.
- Strong presentation and communication abilities.
- Familiarity with local employment laws, SAP SuccessFactors, and income tax regulations is beneficial.
- Self-driven, collaborative, and results-oriented with a proactive mindset.

Working Location: Singapore

Tey Tai Nian (Jerric) (R1552289)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明