



PR/095774 | Senior HR Executive

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

1559106

業種

その他（人材サービス）

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09月23日 10:38

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Position Title: HR Generalist

Company

You'll be joining a leading energy trading company in the oil & gas and liquefied natural gas (LNG) industry. Headquartered in Singapore, the firm serves as the regional hub for global LNG marketing, trading, and delivery operations. Backed by a major Japanese conglomerate, the company plays a key role in managing LNG produced from international equity projects, ensuring efficient contract execution, logistics coordination, and market development across Asia and beyond.

Position Summary

You'll be managing day-to-day HR operations, including onboarding, payroll coordination, recruitment support, training logistics, and employee relations. The role also involves ensuring compliance with Singapore's employment regulations. You may take on strategic HR projects such as policy development and compensation analysis

Key Responsibilities

Independently executes HR operations including but not limited to the followings:

HR Administration

- Process new hire documentation, contracts, and onboarding
- Maintain employee records and HR system data
- Coordinate payroll processing and benefits administration
- Handle work permits, MOM submissions, and compliance reporting
- Manage leave applications, attendance tracking, and employee inquiries

Recruitment Support

- Post jobs, screen applications, and schedule interviews
- Conduct reference checks and prepare offer letters
- Support onboarding and maintain recruitment databases
- Coordinate with hiring managers and external recruiters

Performance Management & Appraisal

- Coordinate annual appraisal cycles and timeline management
- Distribute forms, track completion, and schedule review meetings
- Maintain appraisal records and historical data

Training & Development Operations

- Assess training needs and source appropriate programs
- Schedule sessions, track attendance, and manage certifications
- Work with external providers and manage training budgets

Employee Relations & Compliance

- Ensure Singapore Employment Act compliance
- Process employment pass applications and renewals
- Maintain confidential files and audit documentation

Strategic Responsibilities (Performance-Based)

- Support HR initiatives and workforce planning
- Contribute to policy development and process improvement
- Assist with compensation analysis and benchmarking
- Lead small-scale HR projects with guidance

Required Qualifications

- Diploma/Bachelor's in HR, Business, or related field
- 2-4 years operational HR experience
- Proficiency in MS Office and HRIS
- Knowledge of Singapore employment regulations
- Strong organizational and communication skills
- Multicultural experience preferred
- Detail-oriented with strong follow-through
- Ability to handle confidential information
- Professional demeanor in fast-paced environment
- Self-motivated with improvement mindset
- Learning agility and eagerness for new challenges

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