



## PR/096428 | HR Shared Services 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

1570945

#### 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

2026年02月10日 04:00

### 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

流暢

#### 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

The Company is an Integrated Facilities Management (IFM) company with more than 2,000 employees, providing healthcare support services and property & facilities management services to both public and private sectors in Singapore. The company has 2 core businesses in healthcare support and facilities management services.

Besides Singapore, the Group also has strong presence in Malaysia and Taiwan. Collectively, it has a total combined staff strength of more than 10,000 across Singapore, Malaysia and Taiwan.

### DUTIES & RESPONSIBILITIES

- Provide administrative and coordination support to the Human Resource department
- Maintain and standardise HR documentation, templates, policies and procedures.
- Assist in resource planning, logistics, data collation and monitoring of departmental focus areas and initiatives
- Serve as a central point of contact for department-level documentation

- Assist in the planning and coordination of HR projects
- Track project timelines with trackers, update on progress and deliverables
- Support in other emerging HR priorities and organizational needs

## REQUIREMENTS

- Degree in Human Resource or related field with more than 3 years of relevant HR experience
- Strong organisational, project coordination and administrative skills
- Meticulous, proactive and able to handle confidential information with discretion
- Strong teamwork and collaboration
- High integrity and confidentiality

Dessere Leong

JAC Recruitment Pte Ltd

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会社説明