



PR/096495 | 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

1572922

業種

土木

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03日 03:00

応募必要条件

職務経験

1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

A Singapore-based engineering firm in the construction and building services sector, supporting both office and site operations with hands-on, practical working culture.

This is a **HR Generalist** role that supports day-to-day HR operations. The role is hands-on and operational, covering core HR administration, employee support, and coordination work. It is suitable for someone who is proactive, comfortable helping beyond defined tasks when needed, and early in their HR career who is keen to learn and gain broad HR exposure.

Responsibilities

Work Pass & Manpower Administration

- Assist with application, renewal, and cancellation of work passes (WP / S Pass / EP).
- Coordinate purchasing of Primary Care Plan (PCP) for foreign staff.
- Maintain accurate manpower and employee records.

Training & Course Registration

- Register staff for required safety and compliance courses such as:
 - Safety Orientation Course (SOC)
 - Manage Work at Heights (MWAH)
 - Other MOM / WSH related courses
- Track training attendance and update records accordingly.

Onboarding & Offboarding Support

- Support onboarding of new hires including:
 - Office introduction and orientation
 - Creation of staff profiles in HR / e-portal systems
- Assist with staff offboarding, including clearance and dormitory check-out arrangements.

Dormitory & Welfare Support

- Support check-in and check-out for dormitory accommodation.
- Coordinate with dorm operators on room allocation and related matters.

Events & Staff Engagement

- Assist in organising staff events such as company dinners, buffets, festive hampers, and mooncake distribution.
- Support consolidation, tracking, and distribution of staff welfare items.

Daily HR Support

- Respond to staff HR-related WhatsApp and walk-in queries.
- Provide administrative support to the HR team as required.

Requirements

- Diploma or equivalent in Human Resources, Business Administration, or related discipline.
- 0–2 years of HR / administrative experience preferred (fresh graduates are welcome).
- Familiar with MOM work pass processes is an advantage.
- Good organisational and coordination skills.
- Comfortable using Microsoft Office and HR systems.
- Able to communicate clearly with staff from diverse backgrounds.
- Friendly, helpful, and service-oriented
- Well-organised with good follow-through
- Able to handle multiple tasks in a fast-paced environment
- Willing to learn and grow in HR operations

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