



## CR/096510 | HR Specialist

### 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

1574756

#### 業種

その他（人材サービス）

#### 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

2026年02月10日 09:01

### 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

日常会話レベル

#### 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

### COMPANY OVERVIEW

A well-established global enterprise offering a diverse portfolio of technology products and business solutions designed to support growth, collaboration, and digital transformation.

### JOB RESPONSIBILITIES

- Support payroll coordination and ensure accurate, timely HR operations.
- Manage HR vendors, contracts, and purchase orders.
- Oversee local benefits procurement and statutory compliance requirements.
- Handle onboarding, offboarding, and maintenance of employee records.

- Lead local compliance checks, audits, training, and handbook updates.
- Coordinate statutory submissions and liaise with government agencies.
- Provide HR administrative support and assist with cross-functional HR projects.
- Maintain HR data tools and advise stakeholders based on workforce reports.

#### JOB REQUIREMENTS

- Atleast 2 years of experience in HR operations, payroll coordination, or managing HR vendors.
- Good understanding of Singapore labour laws, statutory frameworks, and HR compliance requirements.
- Proficiency with HR systems and strong working knowledge of Microsoft Office tools.
- Hands-on experience with Singapore-specific HR processes and statutory obligations.
- Strong organizational and stakeholder-management skills.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

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会社説明