PR/096085 | HR Workday Coordinator

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
1579674

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05月05日 07:00

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

Our client is a global fashion and lifestyle brand, known for its modern designs and strong digital presence. With over 700 stores worldwide and a growing e-commerce platform, the company continues to blend creativity, innovation, and technology to deliver stylish, high-quality products and a seamless customer experience across international markets.

The HR Technology Engineer will support and improve the company's Workday HR system, making sure it runs smoothly and meets business needs. This includes maintaining data accuracy, creating reports, fixing issues, and helping HR teams use the system effectively. The role also involves finding ways to automate processes and make HR operations more efficient. It's ideal for someone tech-savvy, detail-oriented, and interested in using technology to make HR work better.

Responsibilities:

- Configure and customize the Workday system to meet the company's HR needs, including setting up workflows, security roles, and reporting.

- Perform regular system maintenance, updates, and troubleshooting to ensure optimal performance.

- Provide technical support to HR team members and other users, addressing system-related issues and inquiries.

- Conduct training sessions for HR team members and other users to enhance their understanding and utilization of the Workday system.

- Ensure accurate and secure management of employee data within the Workday system.

- Develop and generate reports and dashboards to provide insights into HR metrics and performance.

- Identify opportunities for process improvements and system enhancements to streamline HR operations.

- Ensure the Workday system complies with company policies, procedures, and regulatory requirements.

- Support HR projects and initiatives that involve the Workday system.

- Provide specialized support for Workday modules, including HCM, Recruitment, Performance, Absence, and Time Tracking.

Qualifications and Requirements:

- Bachelor's degree in Human Resources, Information Technology, Business Administration, or a related field.

- Minimum of 3-5 years of hands-on experience with Workday HCM configuration and support.

- Strong technical skills, including proficiency in Workday configuration and customization. Excellent problem-solving, communication, and organizational skills.

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