



PR/096944 | HR 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

1594870

業種

旅行・観光

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06月02日 10:28

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

ネイティブ

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

My client is a leading company in the Travel space, and we are seeking an experienced HR Assistant Manager to support and manage core HR functions across the organisation. This role focuses on HR operations, compliance, and process improvement, and requires someone who is hands-on and able to thrive in a fast-paced environment.

Key Responsibilities

- Manage end-to-end HR operations including recruitment, onboarding, performance management, and employee lifecycle processes
- Ensure compliance with local labour laws, regulations, and internal policies
- Develop and enhance HR policies, procedures, and internal control frameworks
- Act as a key point of contact for employee relations matters, providing guidance and resolving issues
- Support organisational development, workforce planning, and talent management initiatives
- Maintain accurate and confidential HR records and documentation
- Drive or support HR projects and continuous improvement initiatives
- Provide HR advisory support to stakeholders and contribute to decision-making
- Support internal and external audits, ensuring adherence to governance standards
- Identify operational gaps and implement effective solutions

Requirements

- Degree in Human Resources, Business Administration, or related field
- 5–8 years of HR experience, with strong exposure to HR operations and compliance
- Good knowledge of employment laws and HR best practices
- Experience with internal controls, audit processes, or governance frameworks is advantageous
- HR certification (e.g. IHRP, SHRM or equivalent) is a plus
- Experience in a fast-paced or regional environment is preferred
- Strong organisational, analytical, and problem-solving skills
- Ability to manage multiple priorities under pressure
- Strong communication and stakeholder management skills
- High level of professionalism, integrity, and confidentiality

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Jonathan Gouw
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R22108517

#LI-JACSG #countrysingapore

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会社説明