



PR/097071 | HR Generalist

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

1599630

業種

その他（メーカー）

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26日 11:49

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

COMPANY OVERVIEW

The organization is a well-established Asia-Pacific regional headquarters based in Singapore, with a long-standing presence supporting manufacturing and industrial customers across the region. It is known for delivering advanced, technology-driven solutions that contribute to smart manufacturing, precision engineering, and high-value industrial applications. With a stable corporate structure and strong regional footprint, the company offers a professional and structured work environment, collaborative culture, and opportunities for employees to gain regional exposure while developing their skills in a supportive setting.

JOB RESPONSIBILITIES

The HR Executive will support a wide range of human resources functions, including recruitment, HR operations, employee benefits administration, and general HR support. This role works closely with internal stakeholders to fulfill hiring requirements, ensure accuracy of HR data and reporting, and manages foreign manpower matters. The position also provides administrative support to ensure smooth day-to-day HR operations.

- Support the full recruitment cycle, including sourcing, screening, interviewing coordination, offer administration, and onboarding
- Partner with department heads to understand manpower needs and support recruitment for specialized and technical roles
- Administer employee benefits, including insurance and medical plans, and manage renewals and related documentation
- Handle foreign manpower matters, including work pass applications, renewals, and transactions with government authorities
- Prepare, consolidate, and submit monthly manpower and HR reports
- Maintain and update HR databases, ensuring data accuracy, consistency, and confidentiality
- Coordinate business card requests and related employee administrative needs
- Provide backup support for general administration duties when required
- Undertake ad-hoc HR and administrative tasks as assigned

JOB REQUIREMENTS

- Diploma or Degree in Human Resources Management, Business Administration, or a related discipline
- At least 3 years of relevant experience in an HR Generalist or HR Executive role
- Good knowledge of Singapore employment laws, HR practices, and statutory requirements
- Proficient in Microsoft Office applications, particularly Excel, Word, and PowerPoint
- Able to work effectively in a fast-paced and dynamic environment
- Strong interpersonal, communication, and teamwork skills
- Fundamental HR experience with the ability to learn quickly and adapt

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

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会社説明