



PR/097426 | 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

1604821

業種

医療機器

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07月28日 10:26

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

Company Overview: Our client is a specialty medical-device provider partnering with hospitals and clinicians to deliver procedural and acute-care solutions. They focus on clinical support, technical training and building strong clinician relationships to drive product adoption and patient outcomes.

Position: HR Specialist

Role summary: Provide operational and employee-focused HR support for the Interventional Business Unit with primary responsibility for Singapore (75%) and regional APAC coordination (25%). Manage end-to-end employee lifecycle activities, HR operations, onboarding/offboarding, benefits administration, and local compliance while partnering with managers to support talent and organizational priorities.

Key Responsibilities:

- Singapore HR (primary): Act as first point-of-contact for employees and managers in Singapore; manage onboarding, offboarding, contract/documentation changes, personnel records and HRIS updates.
- HR Operations & Compliance: Maintain accurate employee data, ensure confidentiality and compliance with local employment laws and company policies; support policy implementation and employee handbook updates.
- Benefits & Employee Experience: Coordinate benefits administration, respond to employee queries and support local engagement initiatives.
- Recruitment Support: Assist local hiring activity — interview coordination, candidate communication, pre-employment checks and onboarding logistics.
- APAC Coordination (regional): Lead and coordinate APAC onboarding and offboarding processes; support regional HR communications, engagement activities and project delivery for APAC initiatives.
- Stakeholder Partnership: Work closely with business leaders, country managers and external vendors to resolve employee issues and support talent priorities.
- Reporting & Administration: Produce HR reports, maintain organizational charts and support ad-hoc HR projects.

Reporting & Team:

- Reports to the APAC HR Lead/HR Business Partner.
- Works closely with local managers, regional HR colleagues and external providers.

Key Requirements:

- Degree in Business, Human Resources or related discipline.
- 3–5 years' progressive HR experience in a multinational/matrix environment, ideally supporting commercial or field operations.
- Solid experience managing employee lifecycle processes and HR operations (onboarding/offboarding, HRIS data, documentation).
- Working knowledge of Singapore employment legislation and HR best practices.
- Hands-on experience with HRIS (e.g., SuccessFactors) and MS Office.
- Strong communication, stakeholder management and problem-solving skills; high integrity and discretion.

Preferred:

- Prior exposure to medical device, healthcare or regulated industries.
- Experience coordinating regional HR processes across multiple countries in APAC.

Performance Indicators:

- Timeliness and accuracy of onboarding/offboarding and HRIS records.
- Stakeholder satisfaction (managers and employees) and resolution turnaround times.
- Compliance with local employment requirements and HR policy adherence.
- Successful delivery of regional HR projects and employee engagement activities.

What Will Make You Competitive:

- Practical, hands-on HR operations experience in a matrix, commercial business.
- Clear communicator who builds credibility with senior and operational stakeholders.
- Comfortable working autonomously while coordinating across a regional HR network.

How to Apply: Apply online or contact me for further information. Only shortlisted candidates will be notified due to application volume; thank you for your understanding.

Adrian Leong JAC Recruitment Pte Ltd EA Personnel: R26160017

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