



PR/097578 | HR Associate

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

1609812

業種

その他（商社）

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09月15日 09:00

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

Our client is a well-established global trading and investment company headquartered in Japan, with a strong international presence across multiple industries and markets. The organization operates across diverse business areas, including energy, infrastructure, mobility, resources, food & nutrition, healthcare, and digital solutions, working with partners and customers around the world.

With a multicultural and international working environment, the Singapore office plays an important role in supporting the company's regional operations and business activities across Asia.

This is an excellent opportunity to join a globally recognized organization and gain exposure to regional HR operations, global mobility and international stakeholder management.

JOB RESPONSIBILITIES

We are looking for a detail-oriented and organized HR Associate to join the Human Resources team. This role will support HR operations, global mobility, immigration, payroll coordination, HR systems, and employee administration.

The ideal candidate will be comfortable managing multiple HR processes, coordinating with internal stakeholders and external vendors, and ensuring all documentation and processes are completed accurately and on time.

- Support global mobility operations, including payroll, tax, relocation administration and onboarding coordination.
- Coordinate immigration and work pass matters, including Employment Pass and Dependant Pass applications.
- Maintain accurate employee records, mobility documentation and HR-related agreements.
- Support billing, chargebacks and approval workflows.
- Assist with HR system implementation, data migration and ongoing system maintenance.
- Coordinate with HR teams, internal stakeholders and external vendors on HR-related matters.
- Ensure HR processes are carried out in accordance with company policies and compliance requirements.
- Provide general HR operations and administrative support as required.

JOB REQUIREMENTS

- Diploma or Bachelor's Degree in Human Resources, Business Administration or a related discipline.
- Minimum 1 year of HR administration or HR operations experience.
- Prior exposure to immigration/work pass processes, particularly Employment Pass applications, is preferred.
- Experience in payroll, Compensation & Benefits or employee administration will be advantageous.
- Proficient in Microsoft Office, particularly Excel.
- Experience with HRMS/HRIS is preferred.
- Strong organizational and multitasking skills with excellent attention to detail.
- Good communication and stakeholder management skills.
- Experience in regional HR operations, global mobility, relocation or HR system transition will be an advantage.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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