



PR/097789 | HR & Office Administration 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

1618601

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10月20日 10:29

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

ネイティブレベル

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

Role: HR & Office Administration Manager

Location: Singapore

Our client is a well-established international organization within the travel and hospitality industry, with a strong presence across Asia. They are seeking an experienced HR & Office Administration Manager to support business operations, drive HR excellence, and lead administrative functions within their Singapore office.

Key Responsibilities

Human Resource Management

- Manage end-to-end HR operations including recruitment, onboarding, offboarding, payroll, employee benefits, leave administration, attendance management, work passes and employee records.
- Lead and guide the HR team to ensure accurate and timely execution of HR processes and services.

- Develop, review and implement HR policies and procedures in compliance with Singapore employment regulations and business requirements.
- Support management in workforce planning, talent development, succession planning and organizational initiatives.
- Drive learning and development initiatives, including training needs analysis and employee development programs.
- Manage performance appraisal processes and provide HR guidance on employee performance matters.
- Act as a trusted HR partner to employees and managers on employment-related matters and employee relations issues.
- Oversee employee insurance programs and coordinate with external providers.
- Ensure timely statutory submissions and compliance reporting.
- Continuously improve HR processes, systems and service delivery standards.

Office Administration

- Oversee daily office administration to maintain an efficient and productive work environment.
- Manage office facilities, vendors, service providers, maintenance matters and operational budgets.
- Develop and maintain administrative policies, procedures and documentation.
- Coordinate company events, office projects and administrative initiatives.
- Liaise with external corporate secretarial service providers on statutory matters and filing requirements.
- Support PDPA compliance efforts and records management practices.

Compliance & Internal Controls

- Implement and maintain internal controls across HR and administrative functions.
- Support compliance initiatives, audits and policy implementation.
- Monitor corrective actions and follow up on compliance-related matters.
- Ensure proper documentation, approval workflows and governance standards are maintained.

Team Leadership

- Lead, coach and develop team members to achieve operational excellence.
- Allocate workload, monitor performance and maintain service standards.
- Partner closely with senior management on key HR and administrative initiatives.

Requirements

- Degree in Human Resource Management, Business Administration or related discipline.
- Minimum 8 years of relevant experience in HR and office administration functions.
- At least 2 years of people management experience.
- Strong knowledge of Singapore Employment Act, payroll administration, work pass regulations and statutory requirements.
- Experience handling office administration, vendor management and facilities coordination.
- Exposure to corporate secretarial matters and statutory compliance will be advantageous.
- Familiarity with PDPA requirements and internal control frameworks.
- IHRP-CP or IHRP-SP certification is an added advantage.
- Strong communication and stakeholder management skills.
- Detail-oriented, organized and able to manage multiple priorities independently.

- Proficient in Microsoft Office and HR/payroll systems.

Ready to Take the Next Step?

Interested applicants, please click [APPLY NOW](#).

Do note that we will only be in touch if your application is shortlisted.

Frances Wong En Ci

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R26160019

#LI-JACSG

#countrysingapore

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会社説明