

PR/097810 | 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
1619224

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27日 10:16

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
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 Associate (Permanent)
Location: Singapore

Join a leading multinational organisation where you will play a pivotal role in supporting the full spectrum of HR operations while partnering with employees, managers, and external stakeholders to ensure a seamless employee experience.

Responsibilities

- Manage HR administration and employee lifecycle processes, including onboarding, offboarding, transfers, compensation changes, employee records, and HR documentation.
- Maintain accurate employee data across HR systems and ensure compliance with company policies and local employment regulations.
- Support compensation and benefits administration, employee engagement initiatives, training programmes, and HR projects.

- Handle work pass applications, renewals, cancellations, and liaise with relevant authorities and external vendors on immigration-related matters.
- Prepare HR reports, manpower surveys, and support regulatory submissions as required.
- Coordinate recruitment activities, including interview scheduling, candidate management, reference checks, and internship administration.
- Support onboarding activities to ensure a positive and smooth experience for new hires.
- Serve as a first point of contact for employees' HR-related enquiries and provide timely support on policies and procedures.
- Maintain training records, coordinate learning programmes, and generate training reports.
- Administer employee medical and insurance claims.
- Support time attendance and leave management systems.
- Coordinate transportation arrangements and vendor management where required.
- Manage visitor registration processes and provide general administrative support to the HR team.
- Participate in HR initiatives and projects, while contributing to continuous process improvements.

Requirements

- Diploma or Degree in Human Resources, Business Administration, or a related discipline.
- Minimum 2 years of relevant HR experience, preferably within a multinational environment.
- Good understanding of Singapore employment legislation and HR best practices.
- Experience in HR administration, employee lifecycle management, and work pass processing.
- Proficient in HR systems and Microsoft Office applications.
- Strong attention to detail and ability to manage confidential information with discretion.
- Excellent interpersonal and communication skills, with a service-oriented mindset.
- Proactive, organised, and able to manage multiple priorities in a fast-paced environment.
- A collaborative team player with the ability to work effectively across different functions and stakeholders.

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

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.

Privacy Policy Link: https://www.jac-recruitment.sg/privacy-policy

Terms and Conditions Link: https://www.jac-recruitment.sg/terms-of-use

会社説明