



JAC Recruitment

We are recruitment specialists around the globe

Singapore



PR/093607 | HR & Admin Executive

Job Information

Recruiter[JAC Recruitment Singapore](#)**Job ID**

1504787

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:11

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

A multinational company in the freight forwarding industry is seeking a HR & Admin Executive to join its team. You will be a key part of helping the organization in handling the HR generalist functions.

Responsibilities:

- End-to-end recruitment including posting of ads, shortlisting, conducting interviews, reference checks, onboarding, orientation.
- HR Administration. Maintain and update HR database & employee information.
- Work pass application applying.
- Oversee and manage a performance appraisal system that drives high performance.
- Drive, define and implement Training and Development programs.
- Involved in employee engagement activities plan.
- Assist in monthly payroll and CPF contribution.

- Support administrative tasks.

Requirements:

- Diploma in Human Resources, Business or relevant qualifications.
- Minimum 2 years of HR experience in handling recruitment, employee relations, and HR administration.
- Strong verbal communication skills.
- Able to maintain confidentiality as required of a HR professional.
- Ability to work independently and detailed.

If you are interested in the role, please click apply / submit your application to ruiyan.leow@jac-recruitment.com / corpsvcs.sg@jac-recruitment.com

Please note that only shortlisted candidates will be contacted, thank you.

JAC Recruitment Pte. Ltd.

EA Licence Number: 90C3026

Personnel Registration Number: R22110231

Leow Rui Yan

#LI-JACSG

#countrysingapore

Company Description