



PR/094522 | HR cum Office Manager

## Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1504919

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

November 19th, 2024 11:13

## 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

My client is an established firm who seeking an Assistant/HR Manager to join its team. You will be supporting the team for HR matters.

**Responsibilities:**

- Recruitment Support: Coordinate job postings, screen resumes, schedule interviews, and conduct reference checks to facilitate recruitment efforts.
- Processing payroll
- Contract Management. Prepare relevant employment letters.
- Employee Relations Management: Address employee relations issues, including conflict resolution and performance management, in line with company policies and legal requirements.

- Data Management and Reporting: Maintain accurate employee records, support HR reporting and analytics, and stay updated on HR trends and legal developments.

**Requirements:**

- Diploma in HR/ Business/ Relevant qualifications.
- Minimum 4 years of experience in handling full spectrum of HR functions, especially recruitment and payroll.
- Candidate with F&B/ Retail background will be a plus point.
- Strong communication and interpersonal skills.
- Meticulous

**If you are interested in the role, please click apply / submit your application to [ruiyan.leow@jac-recruitment.com](mailto:ruiyan.leow@jac-recruitment.com) / [corpsvcs.sg@jac-recruitment.com](mailto: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

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Company Description