



PR/094496 | HR Senior Officer

## Job Information

### Recruiter

JAC Recruitment Singapore

### Job ID

1512631

### Industry

Other (Recruitment Services)

### Job Type

Permanent Full-time

### Location

Singapore

### Salary

Negotiable, based on experience

### Refreshed

January 8th, 2025 08:01

## 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

We are working with an International Bank and they are looking for a Senior HR Executive who will be in charge of day-to-day operations

### Role:

- Responsible for day-to-day HR & administrative work duties
- End-to-end recruitment including curating a pleasant onboarding
- Main point of contact for employee, answering of inquiries to do with HR policies, benefits, etc
- Updating of HR policies, employee handbook, and rolling out of initiatives, ensuring compliance with local laws and regulations
- Employee relations including resolving of employee conflict, employee discipline, and organising employee

engagement initiatives

- Participate in compensation & benefits exercise including salary proposals, administering of benefits
- Maintain accurate HR documentation and record-keeping
- Support on performance management
- Others duties as assigned by management

**Requirements:**

- Bachelor's Degree in HR Management or related discipline.
- At least 3-5 years' operational experience as HR Generalist, preferably within the banking or financial services sector
- Ability to multi-task, prioritise and manage time effectively
- Ability to work independently
- Strong interpersonal and communication skills
- Proficient in Microsoft Words, Excel & Powerpoint.

If you are interested in this role, please send your profile with expected salary to [kaiwei.lin@jac-recruitment.com](mailto:kaiwei.lin@jac-recruitment.com) AND [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: R22105483  
Lin Kai Wei

#LI-JACSG

#countrysingapore

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Company Description