



PR/094506 | Assistant HR Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1512635

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 22nd, 2025 16:00

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 a Assistant Regional HR Manager to join its team. You will be supporting the team for HR matters.

Responsibilities:

- HR Policy Development: Unified policy for overseas companies . Creating and implementing HR policies and programs that align with company goals and compliance standards.
- Recruitment Support: Coordinate job postings, screen resumes, schedule interviews, and conduct reference checks to facilitate recruitment efforts.
- Onboarding and Training: Help with the onboarding process for new hires, including orientation and training, while managing training and development programs.
- 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 7 years of experience, at least 3 years of managerial experience in handling full spectrum of HR functions.
- Candidate with regional experience 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 / 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