



PR/094496 | HR Senior Officer

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

1504896

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

2024年11月19日 11:13

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

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

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** AND **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

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会社説明