



PR/094522 | HR cum Office Manager

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

1504919

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

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 / 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

会社説明