



# Pasona Singapore

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Corporate Profile &  
Comprehensive HR Services

*EA License No: 90C4069*

# 35+ Years of Trust in Singapore

## ▶ Pasona Singapore Pte. Ltd.

[www.pasona.com.sg](http://www.pasona.com.sg)

Address: 1 FINLAYSON GREEN #09-02 SINGAPORE 049246  
(Raffles Place MRT Exit "I")

Established in 1990 (Pasona Group presence in SG since 1984)

Managing Director: Misaki Morimura (Sugakawa)

## ▶ Japan HQ: Pasona Group Inc.



<http://www.pasonagroup.co.jp>

Address: PASONA SQUARE (Minami-Aoyama 3-1-30  
Minato-ku, Tokyo 107-8351 Japan)

Established in 1976

Paid-in capital: 5 billion yen

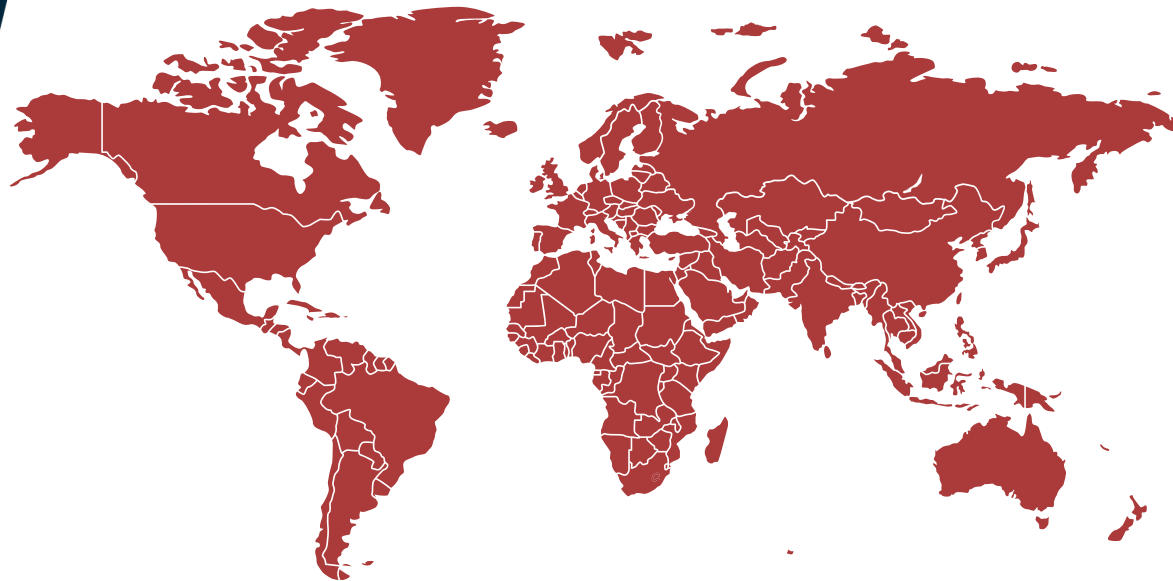
Employees : 22,982

Group companies: Subsidiaries: 62, Affiliates: 5



# Pasona Global Network

Japan | Singapore | Malaysia | Indonesia | Thailand | Vietnam | India |  
Korea | Hong Kong | China | Taiwan | U.S. | Canada | France



Pasona Group provides comprehensive HR support around with offices in 13 countries. Through centralized management of HR information from countries especially those in Asia and North America, we support the HR strategies of Japanese companies on the global stage.

# Pasona Group

## Providing Solutions to Society's Problems

Ever since its founding, Pasona Group has promoted diversity based on a clear and transparent corporate philosophy of "Providing Solutions to Society's Problems," and has built various forms of social infrastructure enabling anyone to freely select the jobs they like and gain opportunities to work.

## Sustainability at Pasona Group

Based on Pasona Group's Corporate Philosophy, Pasona Group will contribute toward building a sustainable society by fulfilling the "Smart Life Initiative" that creates lives of abundance for people

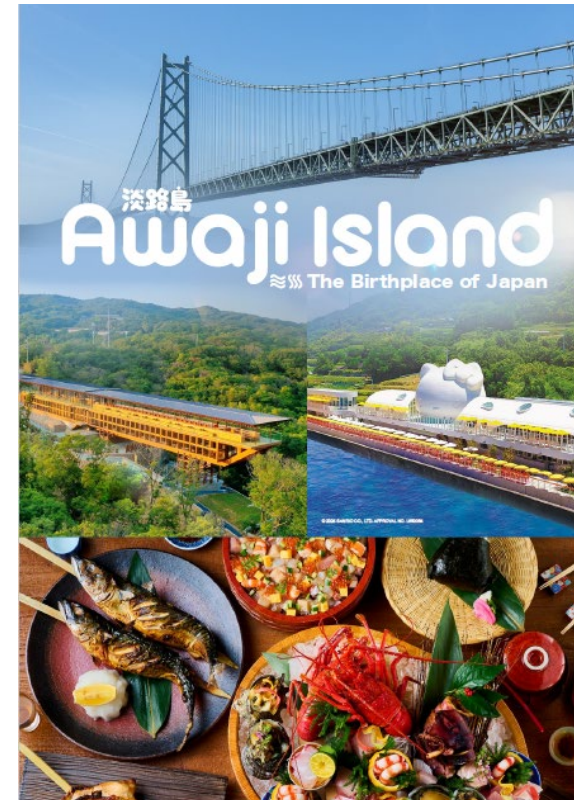


# Awaji West Coast by Pasona Group

Pasona Group has been a driving force behind the revitalization of the west coast of Awaji Island in Hyogo Prefecture, Japan since 2018. It is situated 1 hour away from Kobe and Osaka.

## Key Areas:

- Employment creation and revitalizing rural area in Japan
- Tourism development
- Promotion use of local resources
- Fostering a sense of community



# Strategic Partnerships in Singapore

## Economic Development Board (EDB)

Pasona is an official partner in EDB's curated "The Workshop" program, providing expert HR and labor consultations for Japanese companies entering or expanding into the Southeast Asian market.



## Singapore Human Resources Institute (SHRI)

Pasona Group is the first Japanese comprehensive HR service provider to sign a strategic Memorandum of Understanding with SHRI. This network enhances the international competitiveness of Japanese companies across Asia.

# Our Core HR Services

01



## Recruitment

Finding the right talent for permanent positions, from entry-level to executive roles, leveraging our extensive network.

02



## Temporary Staffing

Providing flexible staffing solutions to meet short-term project needs, seasonal demands, or coverage for absences.

03



## HR Services

Offering comprehensive HR consulting, payroll processing, benefits administration, and compliance support.

04



## Outsourcing Services

Managing specific HR functions or entire processes to improve efficiency and focus on core business goals.



## Placement Services

- Executive Talent
- Local Talent
- Japanese Speaker Talent
- Other Language Speaker Talent
- International Placement (outside of Singapore)



## Outsourcing Services

- Payroll Outsourcing Services
- Cloud-based Time Attendance, Leave, and Expense system
- Group Insurance Coordination Services
- Translation Services
- Outplacement / Career Transition Services



## Temporary/Contract Staffing



P A S O N A

- Local Talent
- Japanese Speaking Talent
- Interpreter (Business meeting/Event)
- Event Assistant
- ✕ Only Singaporean or PR holder are able to apply for temporary staffing positions.



## HR Services

- Create & Review Employment Handbook
- Create & Review Letter of Appointment
- Create & Review Re-Employment Letter
- HR Evaluation Systems Drafting/Revision
- HR Advisory (Virtual HR Service)
- Aptitude test "Uchida Kraepelin test"
- Training for Japanese Management and Local Staff

# Client Testimonials



The consultation was very helpful and reassuring. The team was also highly responsive and supportive in coordinating routine tasks with us.

We are grateful for the warm welcome we received during our visit to Singapore. In addition to the usual HR outsourcing services, they supported us with visas, income tax matters, and many other areas.

Pasona was able to provide comprehensive support by introducing us to specialists in areas beyond their direct scope. Thank you for your support over the past four years. We hope to have the opportunity to work with you again.



Our Singapore office is a small organization with limited opportunities to hire new staff, but we have consistently received thoughtful and accurate advice on employee retention measures, such as benefits enhancement, the implementation of flexible work arrangements (FWA), and training initiatives. Thanks to this guidance, we have been able to stabilize our organization, for which we are very grateful.

Pasona teami also introduced management training, and we received very positive feedback from the participants. As a small organization, we previously had limited opportunities to invest in company-led training due to budget constraints; however, this program significantly increased motivation among our managers.



We would like to share our impressions of the staffing services we received. Before any candidate introductions, the team conducted a thorough consultation to clearly understand the profile of the candidate we were seeking. As a result, they were able to introduce a highly suitable candidate that matched our needs well.

At the time of introduction, we were also provided with a concise and well-organized summary of each candidate, which was extremely helpful. We truly appreciated the client-focused and thoughtful service throughout the process.



I am very satisfied with Pasona's services. They have provided great support and consistently delivered excellent service. They have been very helpful in sharing useful information and market insights to support our recruitment needs, and in clearly answering our questions.

A special thanks to Pasona Team, whom we have been working closely with for the past few years. We are very comfortable with his support and guidance.

We look forward to continuing our partnership with Pasona.

# Partner with Pasona Singapore

We are proud to be an adopter of the Tripartite Standards, committed to building a better, fairer work environment for all employees.



Recruitment  
Practices



Term  
Employment



Unpaid  
Caregiving  
Leave



Flexible Work  
Arrangements



Grievance  
Handling

## Contact Information

Sales & Marketing Division

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Website: [www.pasona.com.sg](http://www.pasona.com.sg)

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