



PR/115432 | Manager of HR Department

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1536876

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 14th, 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

HR Department Manager

Work Location : Bangkok

Job Responsibilities:

- Take care and monitor of HR Operations, process documentation and prepare reports relating to personnel activities (exit interview/analysis, group insurance, and provident fund).
- Implementation of Performance Development Review (PDR) and providing guidance to managers and employees.
- Operate payroll and PIT calculation and collect relevant data (absences, leaves, time attendant, etc.)
- Create/Update standard of operation, rules and processes for HR and administrative related role.

- Manage, and execute country HR Framework, Policies, structure to support company's strategic direction and long-term goals.
- Communicate and coordinate with public services when necessary, such as the Revenue department, BOI, Social Security office, Labour Office, etc.
- Manage welfare and other benefits such as medical fees, employee insurance and other allowances.
- Responsible for overall administration.
- Monitor office working environment and keep at the good standard condition.
- Support Global HR projects to be implemented smoothly at regional and opco level.
- Support Global HR program to be launched and implemented smoothly at regional and country level.

Job Qualifications:

- University degree in business administration, psychology, organizational science or similar fields.
- 10 years in human resources management, compensation & benefits, HRIS or comparable position.
- Understanding of general human resources policies and procedures.
- Good knowledge of Compensation & benefits, Employment/labor laws.
- Outstanding knowledge of MS Office; HRIS systems will be a plus.
- Strong organizational skills and the ability to lead, plan and manage change.
- Being a true business partner, able to speak the language of the business units.
- Good command of English

#LI-JACTH
#Bangkok
#countrythailand

Company Description