



JAC Recruitment

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Thailand

PR/117047 | HR & GA Manager

Job Information

Recruiter[JAC Recruitment Thailand](#)**Job ID**

1537178

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 16:21

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

Job Title: HR Manager**Location:** Bo Win Subdistrict, Sri Racha District, Chonburi Province, Thailand

Job Summary: We are seeking a highly skilled and experienced HR Manager who is fluent in Japanese or English. The ideal candidate will have comprehensive experience in Human Resource Management (HRM), Human Resource Development (HRD), payroll management, employee evaluation, and salary administration.

Key Responsibilities:

- Oversee and manage all aspects of HRM and HRD.

- Conduct employee evaluations and manage performance appraisal processes.
- Develop and implement HR policies and procedures.
- Ensure compliance with labor laws and regulations.
- Manage employee relations and address any issues or grievances.
- Coordinate recruitment and selection processes.
- Provide guidance and support to management and staff on HR-related matters.
- Develop and manage training and development programs.
- Maintain employee records and ensure data accuracy.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Proven experience as an HR Manager or similar role.
- Fluency in Japanese or English.
- Strong knowledge of HRM, HRD, payroll, and employee evaluation processes.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Proficiency in HR software and Microsoft Office Suite.

Salary and allowance:

- Basic Salary: 60,000 – 70,000 THB/Month
- Housing Allowance: 2,000 THB/Month
- Position Allowance: 12,000 THB/Month
- Perfect Attendance Allowance: Not applicable for Manager level and above
- Uniform: Provided
- Social Security: Provided
- Free Lunch and Coupon Meal OT: 30 THB/Day
- Provident Fund: Available after 119 days probation period
- Health Insurance: Available after 119 days probation period

Company Description