



JAC Recruitment

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Thailand

PR/117066 | Employee Relations Associate Manager

Job Information

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

1537192

Industry

Business Consulting

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 description:

HR Employee Relations (70%)

- Provide support to local HR teams in handling sensitive employee matters and reviewing cases of employee misconduct. This includes investigating and recommending disciplinary actions, considering the severity of the violation, fairness, and local employment laws.
- Assist the Corporate Investigations team with reviewing Business Ethics Line issues and conducting local employee investigations.
- Evaluate policy issues related to legal risks and collaborate with legal advisors to ensure compliance.
- Develop metrics and utilize analytics to monitor the progress of Employee Relations (ER) programs, and create detailed review presentations for the Leadership team.

HR Project and Learning & Development (L&D) Support (30%)

- Coordinate and manage various learning programs, including both onsite and online training sessions.
- Handle training logistics, such as scheduling and venue coordination.
- Support HR projects in Thailand as assigned, such as employee engagement surveys and engagement activities.
- Submit required documents to the Department of Skill Development on a monthly basis.

Qualifications:

- Bachelor's Degree or equivalent work experience, ideally in Human Resources Management or Business Management.
- At least 3 years of relevant work experience.
- Experience working in a global or multinational environment.
- A minimum of 2 years of experience in Labor Relations or Employee Relations.

Company Description