



JAC Recruitment

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Thailand

## PR/117082 | HR Generalist

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1537204

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

May 14th, 2025 02:00

## 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

**Working day:** Mon-Fri**Location:** Ayutthaya**Salary:** High Bonus (Variable bonus 4-6 months)**Job Description:**

## 1. Payroll &amp; Documentation

- Oversee payroll documentation, ensuring accuracy and compliance.

- Submit related data for payroll and coordinate with the Shared Service Center for payroll activities.
- Maintain records of employee database in the payroll system and SAP HR Minimaster.
- Implement HR processes in digital platforms and systems.
- Manage and update various documents, such as employee records, an employment contract, promotions, transfers, and salary adjustments.
- Clarify payroll issues and address employee inquiries.
- Submit payroll reports HR and Management for approval on time.
- Provide guidance on employee welfares such as medical reimbursement, social security, and tax deductions, while creating easy-to-understand manuals or materials.

## 2. Training & Development

- Prepare documents and materials for employee training sessions.
- Record employee participation in training programs.
- Onboard new hires, covering payroll, safety, and company policies.
- Monitor performance and provide feedback for improvement.

## 3. Recruiting

- Manage job description to be up to date and provide relevant data to Shared Service Center for sorting candidate for open positions.
- Organize interview for hiring manager and participate in interview by business unit.
- Responsible for recruitment of shopfloor workers.
- Coordinate with outsourcing agency for outsourcing resources.

## 4. Employee Relation and team management

- Supervise HR team member on HR operations.
- Assist HR Manager on liaison with labour union.
- Provide engagement activities for employees such as new year party, outing, CSR.

## 5. General Administrative Tasks

- Handle internal communications, such as emails, phone calls, and announcements.
- Prepare and maintain office equipment, such as printers, copiers, and computers.
- Ensure cleanliness and orderliness in the workspace.
- Coordinate between different departments in the factory, such as production, maintenance, and procurement.
- Communicate with external parties, such as suppliers or service providers.
- Responsible for handling various administrative tasks i.e. canteen, company bus, transportation, and providing support to the management team.

## Qualification

- Bachelor's degree in HR or related field.

- At least 5 years' experience in HR.
- Knowledge of Thai Tax regulations and Labor Law.
- Strong organizational and time management skills.
- Attention to detail and ability to work under pressure.
- Proficiency in basic computer software, such as Microsoft Office (Word, Excel, PowerPoint).
- Good communication skills, both verbal and written in English.

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## Company Description