



JAC Recruitment

We are recruitment specialists around the globe

Thailand

## PR/117105 | HR Supervisor (Recruitment and Training)

### Job Information

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

1537219

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 30th, 2025 16:22

### 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**

- Develop and update job descriptions to ensure alignment with hiring needs.
- Identify and source potential candidates through various online platforms.
- Craft compelling recruitment emails to attract top talent.
- Review incoming applications and resumes for screening purposes.
- Conduct interviews via phone, video, and in person to assess candidates.
- Prepare and administer assignments and tests for numerical, language, and logical reasoning assessments.
- Promote job openings through effective advertising strategies.
- Shortlist qualified candidates and present them to the hiring manager.
- Send job offers via email and address queries related to compensation and benefits.
- Represent the company at job fairs to attract prospective employees.
- Provide guidance to new hires and support their onboarding process.
- Generate and maintain monthly recruitment reports.
- Update employee lists and organizational structures.
- Monitor and update training reports, including on-the-job training (OJT), annual training, training needs, and training matrices.

### Requirements

- Minimum of 5 years of experience in recruitment and training functions.
- Bachelor's degree or higher in a relevant field.
- Proactive mindset with the ability to handle stress and work overtime when needed.
- Strong organizational skills with attention to detail.
- Experience in candidate sourcing techniques and recruitment strategies.
- Proficiency in English (both written and spoken).
- Excellent verbal and written communication skills.
- Hardworking professional with a positive attitude and good interpersonal skills.

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## Company Description