



JAC Recruitment

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Thailand



PR/115474 | HR Director

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1540209

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 18th, 2025 04:00

## 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

**HR Director**

Location: Prachinburi

Reports to: Chief Executive Officer (CEO) / Chief Operating Officer (COO)

Job Type: Full-time

Department: Human Resources

Job Summary:

The HR Director will be responsible for leading the HR department, developing HR strategies, and ensuring that HR initiatives are aligned with the overall business objectives. This role requires a strategic thinker with a deep understanding of all HR functions, including talent management, organizational development, employee relations, compensation and benefits, and compliance.

## Key Responsibilities:

- Strategic HR Leadership: Develop and implement HR strategies that support the company's business goals and enhance organizational effectiveness.
- Talent Management: Oversee the recruitment, development, and retention of top talent. Implement talent management programs, including succession planning, leadership development, and performance management.
- Organizational Development: Drive organizational change initiatives, fostering a culture of continuous improvement, innovation, and employee engagement.

- Employee Relations: Establish and maintain effective employee relations programs. Serve as a trusted advisor to management on all HR-related issues.
- Compensation and Benefits: Develop and manage competitive compensation and benefits programs to attract and retain top talent. Ensure alignment with industry benchmarks and company policies.
- Compliance: Ensure HR policies and practices comply with federal, state, and local labor laws. Stay current with changes in employment law and regulations.
- Diversity, Equity, and Inclusion (DEI): Champion DEI initiatives across the organization, promoting a diverse and inclusive workplace.
- HR Operations: Oversee the day-to-day operations of the HR department, including HRIS management, payroll, and HR administration.
- Budget Management: Manage the HR department budget, ensuring cost-effective allocation of resources.
- Reporting and Analytics: Monitor and report on HR metrics, such as turnover rates, employee satisfaction, and training effectiveness. Use data to drive decision-making and continuous improvement.
- Executive Collaboration: Work closely with senior management to provide HR insights and contribute to strategic business decisions.
- Leadership and Development: Lead and develop the HR team, fostering a collaborative and high-performance work environment.

#### Qualifications:

- Education: Bachelor's degree in Human Resources, Business Administration, or a related field. A Master's degree or MBA is preferred.
- Experience: Minimum of 10-15 years of experience in HR, with at least 7 years in a senior HR leadership role.
- Skills:
  - Strong strategic thinking and problem-solving skills.
  - Extensive knowledge of HR practices, labor laws, and regulations.
  - Proven experience in talent management, organizational development, and employee relations.
  - Excellent leadership and team management abilities.
  - Superior communication and interpersonal skills.
  - Ability to influence and build relationships with stakeholders at all levels of the organization.
  - Proficiency in HR software and data analytics.

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#### Company Description