



## PR/116549 | HR Assistant Manager

### Job Information

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

1540307

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 18th, 2025 06:00

### 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

**OVERVIEW**

The Company is Japanese, now seeking for an experienced candidate to join as

HR Assistant Manager (Workplace around Theparat-Ladkrabang Road, Bang Bo, Samutprakan)

Position: HR Assistant Manager

Location: Theparat-Ladkrabang Road, Bang Bo, Samutprakan

Business: Manufacturing

- Working hour: Monday – Friday, 8.00 AM – 17.30 PM

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**• JOB RESPONSIBILITIES**

- Handle in manage team overall loops in HR, Admin, Safety related with HR tasks.
- Had handled to set up evaluation system, HR system.
- Handling overall task in HRM, HRD and GA.
- Manage compensation and benefits, welfare, verification payroll results, verification various tax calculations.
- Handle recruitment.
- Manage labor, ER.
- Manage the job schedules and process of subordinates.
- Manage external procedures of correspondence with government offices.
- Manage all internal and external events and activities related with HR GA.
- Participation in committee of welfare, safety ISO and etc.
- Manage all general affairs, maid, gardener, driver, safety support, and etc.
- Report to manager on all of the above task
- Proficient in HR and labor management.
- Other tasks as assigned.

**JOB REQUIREMENTS**

- This position, salary around 45,000 - 50,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Over 6-8 years' experience in HR at Manufacturing business (Operation, Development and Management)
- Ability to communicate in English with foreign boss.
- Knowledge in Labor Law.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel.
- Company does not provide shuttlebus; candidate have to go the working office by themselves.
- Able to travel to work in Theparat-Ladkrabang Road, Bang Bo, Samutprakan

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**Company Description**