



JAC Recruitment

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Thailand

PR/117221 | HR Supervisor

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1540387

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:16

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

Bonus: 4-5 months/year**Working day:** Monday to Friday and Saturday-a few times per year**Location:** Bo Win Subdistrict, Sri Racha District, Chonburi Province, Thailand**Job Summary:** We are seeking a highly skilled and experienced HR Supervisor who is strong in payroll and design assessment.**Key Responsibilities:**

- Oversee and manage all aspects of HRM.
- Handle payroll management and ensure timely and accurate salary disbursements.
- Conduct employee evaluations and manage performance appraisal processes.

- Develop and implement HR policies and procedures.
- Ensure compliance with labor laws and regulations.
- Manage employee relations and address any issues or grievances.
- Coordinate recruitment and selection processes.
- Provide guidance and support to management and staff on HR-related matters.
- Develop and manage training and development programs.
- Maintain employee records and ensure data accuracy.

Qualifications:

- Bachelor's degree in human resources, Business Administration, or related field.
- Proven experience in HR payroll or similar role.
- Strong knowledge of payroll, and employee evaluation processes.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Proficiency in HR software and Microsoft Office Suite.

Company Description