



JAC Recruitment

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Thailand

## PR/117227 | HR and Admin Manager

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1540392

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

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## 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:** Prachinburi**Salary:** 80,000-100,000K**Job Description:**

- Manage of labor union relations and negotiations.
- Manage the Human Resource, Administration, Safety, and Environment teams.
- Handle for daily administrative operations.
- Maintain employee records and manage HR databases.

- Assist in the development and implementation of HR policies and procedures.

#### **Qualification**

- Bachelor's degree in business Administratio, Human Resources or related field.
- Experience in labor unions and negotiations.
- Experience in Salary and Promotion Evaluation
- At least 8-10 years' experience in HR and Admin.
- Good knowledge of Labor Law.
- Good communication skills, both verbal and written in English and Thai
- 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).

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#### **Company Description**