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PR/117066 | Employee Relations Associate Manager

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1540565

Industry
Business Consulting

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
June 18th, 2025 10:01

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:

HR Employee Relations (70%)

- Provide support to local HR teams in handling sensitive employee matters and reviewing cases of employee misconduct. This includes investigating and recommending disciplinary actions, considering the severity of the violation, fairness, and local employment laws.

- Assist the Corporate Investigations team with reviewing Business Ethics Line issues and conducting local employee investigations.

- Evaluate policy issues related to legal risks and collaborate with legal advisors to ensure compliance.

- Develop metrics and utilize analytics to monitor the progress of Employee Relations (ER) programs, and create detailed review presentations for the Leadership team.

HR Project and Learning & Development (L&D) Support (30%)

- Coordinate and manage various learning programs, including both onsite and online training sessions.

- Handle training logistics, such as scheduling and venue coordination.

- Support HR projects in Thailand as assigned, such as employee engagement surveys and engagement activities.

- Submit required documents to the Department of Skill Development on a monthly basis.

Qualifications:

- Bachelor's Degree or equivalent work experience, ideally in Human Resources Management or Business Management.

- At least 3 years of relevant work experience.

- Experience working in a global or multinational environment.

- A minimum of 2 years of experience in Labor Relations or Employee Relations.

Company Description