



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/117132 | HR Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1540602

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:21

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 Recruitment Officer (Workplace in Lat Krabang Industrial Estate, Bangkok)

Position: HR Recruitment Officer

Location: Lat Krabang Industrial Estate, Bangkok

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.00 PM

JOB RESPONSIBILITIES

- Handle HR tasks, mainly in recruitment, manage end-to-end recruitment processes, including sourcing, screening, interviewing, and onboarding new employees.
- Develop and implement onboarding programs to ensure a smooth transition for new hires.
- Employer branding activities to enhance the company's image and attract top talent.
- Design and implement new recruitment and onboarding initiatives to improve hiring efficiency and employee experience.
- Prepare and analyse recruitment and onboarding reports to track key metrics and provide insights for improvement.
- Collaborate with hiring managers to understand workforce needs and improve recruitment strategies.
- Maintain and update HR databases and ensure compliance with HR policies and regulations.
- Support HR-related projects and continuous process improvements.
- Other tasks as assigned.

JOB REQUIREMENTS

- This position, salary around 25,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Over 2 years' experience in HR Recruitment in Manufacturing business will be advantage
- 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.
- Able to travel to work in Lat Krabang Industrial Estate, Bangkok

Company Description