



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**

June 18th, 2025 11:01

## 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

## 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

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Company Description