



PR/116773 | JS HR&GA Manager

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1540645

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

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

Job Title: HR & GA Manager (New Company Setup)
Location: Amata City, Chonburi
Key Responsibilities:

- Communicate and spread the company vision and policies to all employees, fostering good teamwork and smooth communication between both Thai and Japanese staff.
- Ensure full legal compliance by confirming adherence to labor laws and responding to relevant legal matters.
- Oversee recruitment and training processes for new employees.
- Establish and enforce company rules, regulations, allowances, agreements, etc.
- Maintain a close relationship with other departments, constantly evaluating ways to improve the company (with a focus on the near future).
- Opportunity to expand responsibilities to include accounting tasks if desired, and cover all administrative jobs (currently outsourced).
- Respond to and manage the process for obtaining ISO certification (knowledge is not required now; willingness to learn is important).
- Manage company operations, including setting annual targets, budgets, action plans, analysis, and countermeasures.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Over 5 years of experience in Admin & GA/HR roles.
- Over 3 years of management experience.
- Strong logical thinking and problem-solving skills.
- Proven track record in evaluating and understanding employee resignations and work experiences at previous companies.
- Experience in a new setup or small organizations (5-10 staff) is a plus.
- Must possess a "motherly" personality, able to listen to and improve based on team feedback

Company Description