



PR/116807 | HR Coordinator (JS Speaking)

Job Information

Recruiter[JAC Recruitment Thailand](#)**Job ID**

1540653

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 2nd, 2025 07:00

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 Overview:

We are seeking a highly motivated and detail-oriented HR Coordinator (Junior) who is fluent in Japanese to join our client HR team. As an HR Coordinator, you will support various HR functions such as recruitment, employee onboarding, training, performance management, and maintaining employee records. This role requires strong communication skills, a keen eye for detail, and the ability to work in a dynamic and fast-paced environment.

Key Responsibilities:

- Assist in recruitment efforts by posting job vacancies, scheduling interviews, and coordinating communication with candidates.
- Support employee onboarding processes, including preparing welcome materials and assisting new hires in adjusting to their roles.
- Maintain accurate and up-to-date employee records in HR systems.
- Coordinate training sessions, workshops, and development programs.
- Assist in managing HR documentation, including employee contracts, performance reviews, and compliance paperwork.
- Answer employee queries regarding HR policies and procedures in both English and Japanese.

- Support in organizing employee engagement and company events.
- Ensure HR activities comply with Japanese labor laws and regulations.
- Provide administrative support to the HR team as needed.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field (preferred).
- Basic knowledge of HR processes and employment law (experience is a plus).
- Fluency in Japanese (both written and spoken) is required.
- Proficiency in English (both written and spoken) is preferred.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and prioritize effectively.
- Excellent interpersonal and communication skills.
- Proficient in MS Office (Word, Excel, PowerPoint).
- Prior HR internship or experience is a plus, but not required.

Skills & Competencies:

- Communication: Strong verbal and written communication skills in both Japanese and English.
- Multitasking: Ability to handle multiple HR tasks and deadlines simultaneously.
- Confidentiality: Ability to manage sensitive information with discretion and professionalism.
- Cultural Sensitivity: Understanding of Japanese business culture and practices.
- Teamwork: Strong team player with the ability to collaborate across departments.

Company Description