



PR/117507 | Asst. HR Mgr.

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1545350

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 24th, 2025 10:25

## 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

Asst. HR Manager

Location: WHA Eastern Seaboard

### Responsibilities:

- Assist HR Manager in the day-to-day operations of HR functions and duties.
- Support the full cycle of the recruitment process, onboarding, and orientation
- Collaborate with line managers to address employee relations issues, including conflict resolution, disciplinary actions, and grievance handling.
- Ensure compliance with labor laws, company policies, and occupational health and safety standards.
- Support initiatives in organizational development, training, and succession planning.

- Provide general employee relations support and ensure that company policies and procedures are followed

Qualifications:

- Bachelor's degree in Human Resources or related field.
- People-oriented and results-driven
- Demonstrable experience with Human Resources metrics
- Knowledge of HR systems and databases
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labor law and HR best practices

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Company Description