



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/117521 | HR Assistant Manager or Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1545361

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 24th, 2025 10:26

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

Key Responsibilities:

- Oversee all HR and GA functions, including recruitment, employee relations, training, payroll, and office administration.
- Conduct meetings and confidential discussions with Japanese individuals without an interpreter when necessary.
- Manage and support two staff members: an interpreter and a safety officer.
- Ensure compliance with labor laws and internal policies.
- Coordinate with external parties and vendors for HR and GA-related matters.
- Maintain and improve workplace safety and employee well-being.

Requirements:

- Education: Bachelor's degree in human resources or related field.
 - Language Skills: Intermediate English proficiency or higher (TOEIC score around 500 or equivalent); ability to communicate effectively with Japanese colleagues.
 - Experience: Proven experience in HR and GA roles, preferably in a multicultural or Japanese company environment.
 - Skills: Strong interpersonal, organizational, and leadership skills
-

Company Description