



## PR/117597 | HR&GA Asst. Manager

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1546435

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

July 1st, 2025 17:35

### 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

#### Responsibilities:

- Managing all aspects of human resources and general administration functions within the company.
- This includes employee relations, performance management, benefits, administration, and ensuring compliance with labor laws and regulations.
- Coordinating and monitoring assistant HR Admin and general administration tasks specific to HR Administration process policies such as employee transportation, Uniform, Hotel Booking, Transportation Arrangement, 5S, take lead in the Employee Welfare Committee
- Manage the various maids and gardeners, locker, changing room, uniform,

canteen, drinking water, tissue paper, consumables etc.

Qualifications:

- Bachelor's degree in Human Resources or related field.
- Minimum 3-5 years of proven working experience in the HR & GA & Admin function
- Excellent communication and negotiation skills
- Good command of English with strong computer literacy

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Company Description