



PR/114642 | HR&Admin Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1548883

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 2nd, 2025 03:00

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

Salary 80-100K. Total**Location: Muang, Chonburi****Responsibility:**

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Ensure the organization's compliance with local, Labour law& regulations
- Ensure all company HR policies are applied consistently
- Maintain company organization charts and employee directory
- Maintain HR systems and processes
- Conduct performance and salary reviews
- Implement employee retention strategies
- Proposing and managing operational components of the HR & Administration Annual Budget.

- Partner with management to ensure strategic HR goals are aligned with business initiatives
- Provide guidance and feedback to team
- Provide support and guidance to HR staff and safety officer
- Investigate employee issues and conflicts and brings them to resolution
- Manage and Control personal data file for all employees and record
- Maintain ISO, Sedex, SASO requirement
- Manage and control discipline for all employees
- Work permit & Visa for expat
- Canteen control
- Original company documents control
- Control important company documents and renewal
- Facility licence for 4 (5years)
- Annual fee Factory licence for 4
- Annual fee Anita signboard
- Annual fee Property and land
- Annual permission on scrap materials
- waste water treatment & quality analysis
- Company vehicle
- Control and manage Transportation for employees
- Immigration and labour department (EEC chonburi)
- Maintain company land to comply with BOI

Qualifications:

- Bachelor's/Master's degree in Human Resources Management or related field.
- Proven work experience as an HR manager or other HR executive role.
- Demonstrable experience with human resources metrics.
- In-depth knowledge of labor law and HR best practices.
- Strong understanding of recruitment and performance management processes.
- Ability to architect strategy along with leadership skills.
- Strong communication skills, both written and verbal.
- Knowledge about Visa & Work Permit.
- Business to fluent in English communication.

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Company Description