



JAC Recruitment

We are recruitment specialists around the globe

Thailand

## 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**

July 22nd, 2025 17:00

### 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.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

---

#### Company Description