



JAC Recruitment

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Thailand

PR/115474 | HR Director

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1548914

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:54

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

HR Director

Location: Prachinburi

Reports to: Chief Executive Officer (CEO) / Chief Operating Officer (COO)

Job Type: Full-time

Department: Human Resources

Job Summary:

The HR Director will be responsible for leading the HR department, developing HR strategies, and ensuring that HR initiatives are aligned with the overall business objectives. This role requires a strategic thinker with a deep understanding of all HR functions, including talent management, organizational development, employee relations, compensation and benefits, and compliance.

Key Responsibilities:

- Strategic HR Leadership: Develop and implement HR strategies that support the company's business goals and enhance organizational effectiveness.
- Talent Management: Oversee the recruitment, development, and retention of top talent. Implement talent management programs, including succession planning, leadership development, and performance management.
- Organizational Development: Drive organizational change initiatives, fostering a culture of continuous improvement, innovation, and employee engagement.

- **Employee Relations:** Establish and maintain effective employee relations programs. Serve as a trusted advisor to management on all HR-related issues.
- **Compensation and Benefits:** Develop and manage competitive compensation and benefits programs to attract and retain top talent. Ensure alignment with industry benchmarks and company policies.
- **Compliance:** Ensure HR policies and practices comply with federal, state, and local labor laws. Stay current with changes in employment law and regulations.
- **Diversity, Equity, and Inclusion (DEI):** Champion DEI initiatives across the organization, promoting a diverse and inclusive workplace.
- **HR Operations:** Oversee the day-to-day operations of the HR department, including HRIS management, payroll, and HR administration.
- **Budget Management:** Manage the HR department budget, ensuring cost-effective allocation of resources.
- **Reporting and Analytics:** Monitor and report on HR metrics, such as turnover rates, employee satisfaction, and training effectiveness. Use data to drive decision-making and continuous improvement.
- **Executive Collaboration:** Work closely with senior management to provide HR insights and contribute to strategic business decisions.
- **Leadership and Development:** Lead and develop the HR team, fostering a collaborative and high-performance work environment.

Qualifications:

- **Education:** Bachelor's degree in Human Resources, Business Administration, or a related field. A Master's degree or MBA is preferred.
- **Experience:** Minimum of 10-15 years of experience in HR, with at least 7 years in a senior HR leadership role.
- **Skills:**
 - Strong strategic thinking and problem-solving skills.
 - Extensive knowledge of HR practices, labor laws, and regulations.
 - Proven experience in talent management, organizational development, and employee relations.
 - Excellent leadership and team management abilities.
 - Superior communication and interpersonal skills.
 - Ability to influence and build relationships with stakeholders at all levels of the organization.
 - Proficiency in HR software and data analytics.

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.

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Company Description