



JAC Recruitment

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Thailand

## PR/116549 | HR Assistant Manager

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1548983

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 16:58

## 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

**OVERVIEW**

The Company is Japanese, now seeking for an experienced candidate to join as

HR Assistant Manager (Workplace around Theparat-Ladkrabang Road, Bang Bo, Samutprakan)

Position: HR Assistant Manager

Location: Theparat-Ladkrabang Road, Bang Bo, Samutprakan

Business: Manufacturing

- Working hour: Monday – Friday, 8.00 AM – 17.30 PM

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**• JOB RESPONSIBILITIES**

- Handle in manage team overall loops in HR, Admin, Safety related with HR tasks.
- Had handled to set up evaluation system, HR system.
- Handling overall task in HRM, HRD and GA.
- Manage compensation and benefits, welfare, verification payroll results, verification various tax calculations.
- Handle recruitment.
- Manage labor, ER.
- Manage the job schedules and process of subordinates.
- Manage external procedures of correspondence with government offices.
- Manage all internal and external events and activities related with HR GA.
- Participation in committee of welfare, safety ISO and etc.
- Manage all general affairs, maid, gardener, driver, safety support, and etc.
- Report to manager on all of the above task
- Proficient in HR and labor management.
- Other tasks as assigned.

**JOB REQUIREMENTS**

- This position, salary around 45,000 - 50,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Over 6-8 years' experience in HR at Manufacturing business (Operation, Development and Management)
- Ability to communicate in English with foreign boss.
- Knowledge in Labor Law.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel.
- Company does not provide shuttlebus; candidate have to go the working office by themselves.
- Able to travel to work in Theparat-Ladkrabang Road, Bang Bo, Samutprakan

**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