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JAC Recruitment Thailand

PR/116607 | HR Manager

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1548996

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

August 5th, 2025 08:00

## 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

**JD:**

- Develop and implement effective recruitment strategies to attract and hire top talent.
- Manage the onboarding process, including orientation, training, and employee development programs.
- Oversee performance management systems, including performance reviews, goal setting, and employee recognition programs.
- Manage employee relations, including conflict resolution, disciplinary actions, and grievance handling.
- Develop and administer competitive compensation and benefits packages.
- Ensure compliance with all relevant labor laws and regulations.
- Manage payroll processing and administration.

- Maintain accurate employee records and HR databases.
- Develop and implement HR policies and procedures.
- Conduct HR audits and ensure compliance with internal and external standards.
- Oversee the maintenance and upkeep of the facility, including equipment, utilities, and safety measures.
- Manage vendor relationships and contracts for facility-related services.
- Provide administrative support to the management team, including travel arrangements, meeting coordination, and document preparation.
- Manage office supplies and equipment.
- Coordinate company events and activities.
- Ensure a safe and secure working environment for all employees.
- Develop and implement safety programs and procedures.
- Investigate and respond to safety incidents.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 10+ years of experience in HR management, with experience in the automotive manufacturing industry preferred.
- Strong knowledge of ER, Union, labor laws and regulations.
- Excellent communication, interpersonal, and leadership skills.
- Proficiency in HR software and databases.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Detail-oriented and results-driven.

**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>

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## Company Description