



PR/116773 | JS HR&GA Manager

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1549032

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:59

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

Job Title: HR & GA Manager (New Company Setup)
Location: Amata City, Chonburi
Key Responsibilities:

- Communicate and spread the company vision and policies to all employees, fostering good teamwork and smooth communication between both Thai and Japanese staff.
- Ensure full legal compliance by confirming adherence to labor laws and responding to relevant legal matters.
- Oversee recruitment and training processes for new employees.
- Establish and enforce company rules, regulations, allowances, agreements, etc.
- Maintain a close relationship with other departments, constantly evaluating ways to improve the company (with a focus on the near future).
- Opportunity to expand responsibilities to include accounting tasks if desired, and cover all administrative jobs (currently outsourced).
- Respond to and manage the process for obtaining ISO certification (knowledge is not required now; willingness to learn is important).
- Manage company operations, including setting annual targets, budgets, action plans, analysis, and countermeasures.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Over 5 years of experience in Admin & GA/HR roles.
- Over 3 years of management experience.
- Strong logical thinking and problem-solving skills.
- Proven track record in evaluating and understanding employee resignations and work experiences at previous companies.
- Experience in a new setup or small organizations (5-10 staff) is a plus.
- Must possess a "motherly" personality, able to listen to and improve based on team feedback

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