



JAC Recruitment

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Thailand

PR/117082 | HR Generalist

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549092

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:04

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

Working day: Mon-Fri**Location:** Ayutthaya**Salary:** High Bonus (Variable bonus 4-6 months)**Job Description:**

1. Payroll & Documentation

- Oversee payroll documentation, ensuring accuracy and compliance.

- Submit related data for payroll and coordinate with the Shared Service Center for payroll activities.
- Maintain records of employee database in the payroll system and SAP HR Minimaster.
- Implement HR processes in digital platforms and systems.
- Manage and update various documents, such as employee records, an employment contract, promotions, transfers, and salary adjustments.
- Clarify payroll issues and address employee inquiries.
- Submit payroll reports HR and Management for approval on time.
- Provide guidance on employee welfares such as medical reimbursement, social security, and tax deductions, while creating easy-to-understand manuals or materials.

2. Training & Development

- Prepare documents and materials for employee training sessions.
- Record employee participation in training programs.
- Onboard new hires, covering payroll, safety, and company policies.
- Monitor performance and provide feedback for improvement.

3. Recruiting

- Manage job description to be up to date and provide relevant data to Shared Service Center for sorting candidate for open positions.
- Organize interview for hiring manager and participate in interview by business unit.
- Responsible for recruitment of shopfloor workers.
- Coordinate with outsourcing agency for outsourcing resources.

4. Employee Relation and team management

- Supervise HR team member on HR operations.
- Assist HR Manager on liaison with labour union.
- Provide engagement activities for employees such as new year party, outing, CSR.

5. General Administrative Tasks

- Handle internal communications, such as emails, phone calls, and announcements.
- Prepare and maintain office equipment, such as printers, copiers, and computers.
- Ensure cleanliness and orderliness in the workspace.
- Coordinate between different departments in the factory, such as production, maintenance, and procurement.
- Communicate with external parties, such as suppliers or service providers.
- Responsible for handling various administrative tasks i.e. canteen, company bus, transportation, and providing support to the management team.

Qualification

- Bachelor's degree in HR or related field.

- At least 5 years' experience in HR.
- Knowledge of Thai Tax regulations and Labor Law.
- Strong organizational and time management skills.
- Attention to detail and ability to work under pressure.
- Proficiency in basic computer software, such as Microsoft Office (Word, Excel, PowerPoint).
- Good communication skills, both verbal and written in English.

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