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JAC Recruitment Thailand

PR/117221 | HR Supervisor

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549128

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 10:01

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

Bonus: 4-5 months/year

Working day: Monday to Friday and Saturday-a few times per year

Location: Bo Win Subdistrict, Sri Racha District, Chonburi Province, Thailand

Job Summary: We are seeking a highly skilled and experienced HR Supervisor who is strong in payroll and design assessment.

Key Responsibilities:

- Oversee and manage all aspects of HRM.
- Handle payroll management and ensure timely and accurate salary disbursements.
- Conduct employee evaluations and manage performance appraisal processes.

- Develop and implement HR policies and procedures.
- Ensure compliance with labor laws and regulations.
- Manage employee relations and address any issues or grievances.
- Coordinate recruitment and selection processes.
- Provide guidance and support to management and staff on HR-related matters.
- Develop and manage training and development programs.
- Maintain employee records and ensure data accuracy.

Qualifications:

- Bachelor's degree in human resources, Business Administration, or related field.
- Proven experience in HR payroll or similar role.
- Strong knowledge of payroll, and employee evaluation processes.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Proficiency in HR software and Microsoft Office Suite.

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