



PR/117518 | Employee welfare and benefits manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549352

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 17:00

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

Employee welfare & benefits Manager

Location: Bangkok, Thailand.

Responsibilities:

Employee Benefits

- Oversee the administration and delivery of employee benefits, ensuring compliance with company policies, including reimbursements, uniforms, and wellness claims.
- Manage corporate travel operations, including policy enforcement, agency coordination, and billing.
- Lead the renewal and enhancement of benefits programs as they reach expiration.
- Provide support to HR teams for welfare and benefits-related requests.

- Develop and maintain governance policies and procedures to ensure alignment with global standards, local laws, and CSR initiatives.
- Analyze current benefits and privileges, recommending cost-effective and culturally aligned improvements.
- Collaborate with the procurement team to select service providers for employee benefits, such as uniform suppliers and travel agencies.

Health & Wellbeing

- Assist the Director of Performance & Rewards in shaping the company's health and well-being strategy.
- Design and implement policies and processes that support employee health and wellbeing.
- Lead the execution of wellbeing initiatives across the organization.
- Monitor and evaluate the effectiveness of health and wellbeing activities.

Qualifications:

- Fluent in Thai and good command in English.
- Bachelor's degree or higher in Human Resources, Business Administration, or a related field.
- At least 7 years of experience in benefits administration, with a minimum of 3 years in a managerial role.
- Strong understanding of Thai labor laws, benefits regulations, and corporate governance.
- Experience managing travel programs and vendor relationships.
- Skilled in analyzing benefits data and driving cost-efficient improvements.
- Knowledgeable in developing corporate health and wellbeing programs.
- Excellent collaboration skills, especially with HR and procurement teams.
- Strong communication and stakeholder management abilities.
- Detail-oriented with solid organizational and problem-solving capabilities.
- Proficient in Microsoft Office; experience with HR systems (SAP SuccessFactors) is a plus.

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Company Description