



JAC Recruitment

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Thailand

PR/117521 | HR Assistant Manager or Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549358

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:13

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

Key Responsibilities:

- Oversee all HR and GA functions, including recruitment, employee relations, training, payroll, and office administration.
- Conduct meetings and confidential discussions with Japanese individuals without an interpreter when necessary.
- Manage and support two staff members: an interpreter and a safety officer.
- Ensure compliance with labor laws and internal policies.
- Coordinate with external parties and vendors for HR and GA-related matters.
- Maintain and improve workplace safety and employee well-being.

Requirements:

- Education: Bachelor's degree in human resources or related field.
- Language Skills: Intermediate English proficiency or higher (TOEIC score around 500 or equivalent); ability to communicate effectively with Japanese colleagues.
- Experience: Proven experience in HR and GA roles, preferably in a multicultural or Japanese company environment.
- Skills: Strong interpersonal, organizational, and leadership skills

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