



PR/117586 | HR & GA Manager (Japanese-speaking N3 or above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549431

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 18:00

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

Job Title: HR & GA Manager (Japanese-speaking N3 or above)

Salary: Depends on experience, Open to discuss

Location: Samut Prakarn, Thailand

Working time: Monday – Saturday 8:00 – 17:00 (with 2-3 Saturdays worked per month)

Key Responsibilities:

Human Resources (HR):

- Develop and implement HR strategies aligned with business goals.
- Oversee recruitment, onboarding, training, and employee development programs.

- Manage performance appraisal systems and employee relations.
- Ensure compliance with labor laws and internal policies.
- Handle payroll, compensation, and benefits administration.
- Support organizational change and workforce planning.

General Affairs (GA):

- Manage office administration, facility maintenance, and company assets.
- Coordinate with external vendors and service providers.
- Oversee company events, travel arrangements, and internal communications.
- Ensure workplace safety and compliance with environmental regulations.
- Support internal audits and documentation processes.

Language & Communication:

- Act as a liaison between local staff and Japanese expatriates or HQ.
- Facilitate smooth cross-cultural communication and understanding.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Experience in Manufacturing 10 years above and must have experience in Manager level 5 years above
- Japanese language proficiency (JLPT N3 or above)
- Strong knowledge of local labor laws and HR best practices.
- Excellent interpersonal, leadership, and problem-solving skills.
- Proficiency in Microsoft Office.

Preferred Qualifications:

- Experience working in a Japanese company or with Japanese stakeholders.
- Familiarity with ISO standards and safety regulations in manufacturing.
- Ability to work independently and manage multiple priorities.

Welfare:

- Bonus
- Transportation allowance/Shuttle bus
- Accommodation
- Provident fund
- Social Security
- Perfect attendance
- OT
- Health check-up

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Company Description