



JAC Recruitment

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Thailand

PR/117597 | HR&GA Asst. Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549444

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:14

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

Responsibilities:

- Managing all aspects of human resources and general administration functions within the company.
- This includes employee relations, performance management, benefits, administration, and ensuring compliance with labor laws and regulations.
- Coordinating and monitoring assistant HR Admin and general administration tasks specific to HR Administration process policies such as employee transportation, Uniform, Hotel Booking, Transportation Arrangement, 5S, take lead in the Employee Welfare Committee
- Manage the various maids and gardeners, locker, changing room, uniform,

canteen, drinking water, tissue paper, consumables etc.

Qualifications:

- Bachelor's degree in Human Resources or related field.
- Minimum 3-5 years of proven working experience in the HR & GA & Admin function
- Excellent communication and negotiation skills
- Good command of English with strong computer literacy

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