



JAC Recruitment

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JAC Recruitment Thailand

## PR/117666 | Assistant HR Manager

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1551977

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

July 15th, 2025 10:26

## 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

Assistant HR Manager

Location: Bangkok – Silom (Accessible by MRT/BTS)

Working hours: Monday – Friday 8:30 – 17:15 PM.

## Key Responsibilities:

- Manage full loop of recruitment processes for both Thai and expatriate employees.
- Oversee new hire onboarding and resignation procedures.
- Support the implement of employee development programs e.g. training application screening, new employee orientation, training presentations, etc.
- Review and manage manuals and guidelines for employees.
- Lead and organize employee relations activities such as employee engagement projects, Happy Workplace activities

and etc.

- Manage employee welfare programs including support for weddings, funerals, and sickness.
- Maintain and update HR regulations and announcements.
- Ensure timely renewal of company related licenses and documentation support.
- Provide monthly organizational updates and employee data management.
- Lead 5S activities for office and storage areas to promote a clean and organized work environment.
- Support other ad-hoc general administration.

Qualifications:

- Bachelor's degree or higher in HRM, HRD or related field.
- At least 5 years of experience in solid HR generalists, preferably from manufacturer background.
- Good command in English (with proven TOEIC score).
- Good interpersonal skills, and communication skills.
- Able to work well under pressure, open for flexibility and adaptability.
- Good knowledge in Thai labor laws.
- Initiative, and have excellent people skills.
- Able to travel to upcountry from time to time.

Welfare:

- Group medical insurance
- Provident Fund
- Social security
- Travel allowance (for upcountry travel)
- Employee uniforms
- Annual Company Trip or Year-End Party
- Performance-Based / Profit-Based Bonus
- Yearly salary adjustments

**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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

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## Company Description