



## PR/117679 | HR Specialist

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1551984

**Industry**

Automobile and Parts

**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

#### HR & GA Supervisor

Our client is an automotive Parts manufacturing company. They are looking for a potential candidate who can fulfill their requirement as follows;

Location: WHA Eastern Seaboard

Business Type: Automotive Parts Manufacturing

Working day: Mon–Fri

#### 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
- Chinese speaking (Preferable)

**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