



PR/117738 | HR Assistant Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1552428

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 22nd, 2025 10:11

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:
Human Resources (50%)

- Design and deliver training programs aligned with company goals; manage LMS and support performance appraisal processes.
- Lead recruitment and onboarding activities; assist with payroll and benefits coordination.
- Ensure compliance with Thai labor laws and liaise with government agencies.
- Maintain employee records and support legal documentation for HR actions.
- Handle employee relations and update internal policies with legal input.

General Administration (40%)

- Oversee office procurement, vendor coordination, and facility management.
- Support internal events, CSR activities, and staff engagement initiatives.
- Manage external communications and assist with visa/work permit processes.
- Ensure compliance with company policies and respond to employee inquiries.

Corporate Planning (10%)

- Schedule meetings, prepare presentations, and coordinate with stakeholders.
- Assist in planning tasks as assigned by management.

Qualification:

- Bachelor's degree in human resources, Organizational Development, Business Administration, or related field
- Minimum 7–11 years of relevant experience in HR (Training, Development, Recruitment or GA experience is a plus)
- Strong presentation and facilitation skills
- Proficient in Microsoft Office: Word, Excel, PowerPoint (Access is a plus)
- Excellent English communication skills (reading, writing, speaking)

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Company Description