



PR/117780 | HR Supervisor (Recruit & Training)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1553865

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 14:00

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

HR Supervisor (Recruit&Training)

Location : Bang Bo, Samut Prakan

Responsibilities

- Develop and revise job descriptions for various roles
- Identify potential candidates via diverse online platforms
- Compose and send recruitment emails to engage prospects
- Review incoming CVs and application forms for suitability
- Conduct interviews (phone, video, and in-person formats)
- Prepare and administer assessments (numerical, language, logical reasoning)
- Publish job advertisements on appropriate channels
- Present shortlists of qualified applicants to hiring managers
- Issue job offers via email and respond to inquiries about compensation and benefits
- Participate in job fairs to promote hiring opportunities
- Support new hires during onboarding and act as an HR advisor
- Compile and submit monthly HR reports
- Maintain updated employee records and organizational structure
- Track and update training documentation including OJT, annual programs, training needs, and matrix

Qualifications

- Minimum of 5 years' experience in recruitment and training roles
- Bachelor's degree or higher in a relevant field
- Proactive and resilient under pressure; willing to work beyond standard hours when needed
- Strong organizational and time management skills
- Proven experience with candidate sourcing methods
- Good proficiency in English—written and spoken
- Excellent communication and interpersonal skills
- Professional demeanor with a strong work ethic

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>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

Company Description