

タイの求人なら JAC Recruitment Thailand

PR/117788 | Assistant to HR Advisor (OD)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1553872

Industry

Education

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 14th, 2025 15:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Assistant to HR Advisor (OD)

Location : Pahumthani

Working Hours: Mon-Fri (8:30-17:00)

???? Core Duties and Responsibilities

1. Organizational Development (OD)

- Contribute to the design and deployment of organizational structures and systems that improve academic and operational efficiency
- Develop OD initiatives that encourage innovation, scholarly excellence, and cross-functional collaboration
- Lead change management efforts for key strategic projects, such as structural reorganization, digital innovation, and accreditation preparations

1. Faculty and Staff Development

- Organize professional learning programs for faculty (e.g., teaching advancement, research capability, leadership) and staff (e.g., tech proficiency, service quality)
- Collaborate with academic units to align development pathways with institutional competencies
- Evaluate development initiatives through performance metrics, feedback, and data analysis

1. Performance and Talent Development

- Support the rollout of tailored performance management systems for all staff categories
- Manage annual appraisal cycles and create tools like evaluation rubrics, feedback templates, and performance documentation
- · Partner with departments to identify emerging talent and co-develop succession and career development strategies

1. Employee Engagement and Cultural Enhancement

- · Design and implement feedback mechanisms, engagement surveys, and programs that strengthen campus culture
- · Assist in fostering a creative, inclusive, and growth-oriented work environment
- · Champion internal recognition initiatives and branding aligned with university values

1. HR Data Analysis and Reporting

- Leverage HR data to inform workforce strategies and operational decisions
- Generate reports on training uptake, engagement levels, staff turnover, and competency trends for internal use and accreditation purposes

???? Required Qualifications

- Bachelor's or Master's degree in HR, Psychology, Business Administration, or a related discipline
- Minimum of 3 years' experience in Human Resources, particularly Organizational Development or related functions
- · Deep understanding of performance management, OD strategies, and adult learning principles
- Strong skills in communication, facilitation, and managing stakeholders
- Competency in using Microsoft Office and HR platforms (e.g., LMS, HRIS)
- Able to work autonomously and collaboratively across different teams

???? Preferred Credentials

- Hands-on experience in organizational change or transformation projects
- Certifications in HR tools and frameworks (e.g., Coaching, StrengthsFinder)

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