



PR/117789 | HR and Admin (English OR Japanese speaking)

#### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1553873

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

August 5th, 2025 10:35

#### 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 & Admin position

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

Industry: Food & Beverage / Food Manufacturing

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

Key Responsibilities:

Administrative Duties:

- Manage office supplies and inventory control.
- Oversee facility management and maintenance.

- Handle legal affairs and ensure compliance with relevant regulations.
- Administer employee benefits and welfare programs.
- Support general office operations and coordination.

#### Human Resources Duties:

- Manage recruitment processes including job postings, interviews, and onboarding.
- Maintain employee records and HR databases.
- Monitor attendance, leave, and labor compliance.
- Assist in performance management and employee relations.
- Develop and implement HR policies and procedures.

#### Policy & Procedure Development:

- Collaborate with management to establish company rules and operational procedures.
- Ensure documentation and communication of policies across departments.

#### Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum 3–5 years of experience in HR and administrative roles, preferably in the food industry.
- Strong knowledge of labor laws and HR best practices.
- Excellent communication and interpersonal skills.
- Ability to work independently and proactively.
- Proficiency in English or Japanese (spoken and written).
- Experience in policy development and organizational setup is a plus.

#### Welfare:

- Group medical insurance
- Social security
- Perfect Attendance
- 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.

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#### Company Description