



PR/117793 | HR Supervisor (Recruitment and Training)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1554654

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 10:22

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

Job Description

- Develop and update job descriptions to ensure alignment with hiring needs.
- Identify and source potential candidates through various online platforms.
- Craft compelling recruitment emails to attract top talent.
- Review incoming applications and resumes for screening purposes.
- Conduct interviews via phone, video, and in person to assess candidates.
- Prepare and administer assignments and tests for numerical, language, and logical reasoning assessments.
- Promote job openings through effective advertising strategies.
- Shortlist qualified candidates and present them to the hiring manager.
- Send job offers via email and address queries related to compensation and benefits.
- Represent the company at job fairs to attract prospective employees.
- Provide guidance to new hires and support their onboarding process.
- Generate and maintain monthly recruitment reports.
- Update employee lists and organizational structures.
- Monitor and update training reports, including on-the-job training (OJT), annual training, training needs, and training matrices.

Requirements

- Minimum of 5 years of experience in recruitment and training functions.
- Bachelor's degree or higher in a relevant field.
- Proactive mindset with the ability to handle stress and work overtime when needed.
- Strong organizational skills with attention to detail.
- Experience in candidate sourcing techniques and recruitment strategies.
- Proficiency in English (both written and spoken).
- Excellent verbal and written communication skills.
- Hardworking professional with a positive attitude and good interpersonal skills.

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