



## PR/117900 | HR GA Department Manager

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1555451

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

September 30th, 2025 11:01

### 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

HR & GA Department Manager

Location : Lamphun

Working Days: Monday–Friday

Company Industry: manufacturing

### Key Responsibilities

- Develop and implement HR and GA policies aligned with company strategy
- Oversee operations of HR, GA, and IT departments
- Represent the company in external communications and government relations

- Act as liaison between the President and internal departments
- Ensure compliance with labor laws and company regulations
- Manage workplace safety and asset protection
- Design and maintain HR and administrative systems
- Supervise environmental and safety management programs
- Plan and monitor training and development initiatives
- Allocate resources to support business and environmental goals
- Evaluate and improve HR and GA performance
- Support employee development and engagement
- Lead recruitment and hiring processes
- Handle visa and work permit applications for foreign executives and technicians
- Supervise drivers, housekeeping staff, and security personnel
- Promote positive employee relations and organizational culture
- Prepare weekly and monthly reports for executive meetings

#### Qualifications

- Bachelor's degree or higher in Business Administration, HR, or related field
- Over 15 years of experience in HRM, HRD, and general affairs
- Proficient in Microsoft Office
- Strong knowledge of labor laws and employee welfare regulations
- Familiarity with environmental, safety, and occupational health systems
- Excellent communication, leadership, and adaptability skills
- Good command of English

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#### Company Description