



JAC Recruitment

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JAC Recruitment Thailand

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

August 19th, 2025 10:26

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 GA Department Manager**Location :** Lamphun**Working Days :** Mon - Fri / 08:00-18:00**Key Responsibilities**

Human Resources (HR)

- Plan and execute recruitment and hiring processes to meet organizational manpower needs
- Develop and revise HR policies, including salary structure, employee benefits, and bonus schemes
- Manage payroll, attendance tracking, and social security systems
- Design and implement training and development programs for staff
- Evaluate employee performance (KPI) and plan career development paths
- Maintain positive employee relations and handle complaints or conflicts effectively
- Ensure compliance with labor laws and company regulations

General Affairs (GA)

- Oversee office maintenance, including equipment, electrical systems, and workplace safety
- Supervise general administrative tasks such as employee shuttle services, housekeeping, and security staff
- Manage VISA and Work Permit processes for foreign employees
- Prepare weekly/monthly reports for management review
- Support internal company activities such as parties, seminars, and CSR initiatives

Qualifications

- Age: 35–45 years old
- Bachelor's degree or higher in Human Resource Management, Psychology, Business Administration, or related fields
- Experience: Minimum of 10 years in HR & GA functions with proven team management experience
- Language: Good command of English
- knowledge of safety management systems and environmental management systems will be given special consideration

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