



PR/117858 | HR & Admin Manager

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1556213

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 26th, 2025 10:10

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

Position: HR and Administration Manager

Department: Human Resources & Administration Reports to: Director of Operations / CEO

Job Purpose:

To lead and manage all human resources and administrative functions, ensuring smooth operations, legal compliance, and a productive, engaged workforce. This role is pivotal in aligning HR strategies with business goals and maintaining efficient office management.

Key Responsibilities:

1. Human Resources
 - Develop and implement HR strategies aligned with company objectives
 - Oversee recruitment, onboarding, and exit processes
 - Manage performance appraisal systems and employee development programs
 - Administer compensation, benefits, and payroll coordination
 - Ensure compliance with labor laws and internal policies
 - Handle employee relations, conflict resolution, and disciplinary actions
 - Promote a positive workplace culture and employee engagement initiatives

2. Administration

- Supervise office operations, facilities management, and vendor coordination
- Maintain company records, contracts, and legal documentation
- Oversee procurement of office supplies and equipment
- Ensure health, safety, and security protocols are followed
- Support executive management with administrative tasks and reporting

Required Skills & Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field
- Minimum 7–10 years of HR experience, with at least 3 years in a managerial role
- Strong knowledge of labor laws and HR best practices
- Excellent leadership, communication, and interpersonal skills
- Strategic thinker with hands-on problem-solving ability
- Proficiency in HRIS systems and Microsoft Office Suite

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Company Description