



PR/117914 | HR ADMIN MANAGER

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1556224

Industry

IT Consulting

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

HR Admin Manager (Workplace around MRT Petchburi, Bangkok)

Position: HR Admin Manager

Location: MRT Petchburi

Business: IT

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in HRM, HRD, HROD, Admin.
- Making strategy of HR, hiring, improve HR structure.
- Oversee all aspects of human resources operations, including recruitment, onboarding, employee relations, and performance management
- Develop and implement HR policies and procedures in compliance with local labor laws.
- Manage payroll, benefits, and compensation structures
- Coordinate training and development programs to enhance employee skills and engagement
- Handle disciplinary actions, grievance procedures, and conflict resolution
- Supervise general administrative functions, including office management, supplies, and facility maintenance
- Liaise with government agencies and ensure legal and regulatory compliance
- Support expatriate staff with visa, work permit, and relocation matters
- Prepare and manage HR and administrative budgets
- Maintain and update employee records and HR databases
- Lead internal communications and promote a positive workplace culture.
- Team Management.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, total salary around 60,000 - 80,000 THB
- Graduate in institution of education level, bachelor's degree or higher.
- Experience in HR Management level
- Over 8 years' experience in HR Admin Manager.
- Thai Speaker only
- Ability to communicate in English with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Petchburi, BKK

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Company Description