



PR/117955 | General Affairs Assistant Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1556246

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 9th, 2025 02:00

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

Admin GA and Safety Assistant Manager (Workplace at Khon Kaen)

Position: Admin GA and Safety Assistant Manager

Location: Khon Kaen

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in GA, Admin, Safety, Environment, Office management.
- Handle workplace safety and align with regulatory compliance
- Handle compliance related to general admin, PDPA, DBD, BOI, Factory Act, Occupational Safety, Health and Environment Act, industrial and environmental regulations, Thai Labour Law.
- Implementing and updating policy and procedures related to OSH and environmental compliance.
- Waste management and disposal, Risk and security management, Intellectual property management.
- Providing training and guidance to employees on compliance requirements and procedures.
- Facility management, maintenance of lands, buildings, cars, company equipment, office maintenance.
- Contract and document management, procurement and vendor management, purchasing office suppliers.
- Planning, budgeting, and forecasting for department.
- Overseeing secretarial work including VISA and work permit arrangement.
- Event and travel arrangement, manage company car transportation.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 40,000 - 60,000 THB
- Graduate in institution of education level, bachelor's degree or higher in any related field.
- Over 9 years' experience in Admin, GA, HR, Safety in factory or manufacturing business.
- Experience in management level
- Knowledge in laws and regulations applicable to Thai companies.
- Must use English in speaking, reading and writing.
- Having TOEIC score to ensure English skill score around 700+ will be advantage.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work in Khon Kaen.

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Company Description