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JAC Recruitment Thailand

PR/118032 | HR Admin / General Affair Supervisor

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1558210

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 16th, 2025 10:54

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

Required Skills:

- Manage and oversee HR administrative functions and general affairs to ensure smooth daily operations.
- Coordinate welfare programs and manage benefits such as uniform distribution, canteen services, and performance monitoring of drivers and housekeepers, along with related support tasks.
- Plan, organize, and support internal company events, employee engagement activities, and CSR initiatives.
- Supervise and liaise with external service providers including cleaning, security, transportation, and facility maintenance vendors to uphold workplace standards.
- Handle procurement processes related to HR and general affairs, including vendor selection, purchase orders, and expense tracking.
- Support the implementation and maintenance of ISO standards, 5S, safety policies, and workplace improvement initiatives.

- Provide reports and updates to management on HR administrative and general affairs activities.
- Perform additional duties and special projects as assigned.

Qualifications:

- Bachelor's degree in Human Resource Management, Business Administration, or a related field.
- Excellent organizational, communication, and interpersonal skills.
- Good communication skills in English; Chinese language skills are a plus.
- Ability to work under pressure and manage multiple tasks effectively.

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