



PR/118032 | HR Admin / General Affair Supervisor

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1559094

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 09:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

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.

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Company Description