



## PR/118173 | HR Manager

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1559832

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

September 30th, 2025 10:34

### 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

#### Key Responsibilities:

#### Recruitment & Selection

- Develop and manage recruitment strategies to meet current and future staffing needs.
- Oversee the full recruitment cycle, including hiring and retirement processes.

#### Employee Relations

- Foster a positive work environment through effective employee relations and communication.
- Organize engagement activities and provide guidance on resolving workplace issues.

#### Compensation & Benefits

- Design and manage salary structures, benefits, and job evaluation systems.
- Ensure payroll accuracy and compliance with labor laws, including social security and tax regulations.
- Monitor attendance, salary administration, and employee benefits.
- Maintain and update HR policies in line with legal requirements.
- Prepare regular HR reports (monthly, quarterly, annually).

### Training & Development

- Lead training and development programs, including career paths and succession planning.
- Conduct competency gap analyses and implement development plans.
- Manage annual and individual training roadmaps based on organizational needs.

### General Affairs / Administration

- Oversee office supplies, equipment, and uniform inventory.
- Manage office facilities and coordinate with security personnel.
- Handle general administrative tasks as assigned.

### Safety & Environment

- Supervise external contractors to ensure full compliance with safety standards and regulations.
- Collaborate closely with the Corporate Factory Manager, HR Manager, and international safety teams (France) to maintain and improve workplace safety practices.

### Qualifications:

- Bachelor's or Master's degree in Human Resources or a related discipline.
- Minimum of 5 years' experience in HR, preferably within the manufacturing industry.
- Proven leadership and team motivation capabilities.
- Strong interpersonal and management skills, with the ability to work effectively across all levels of the organization.
- Good in English and Thai
- Solid understanding of Thai labor laws and HR best practices.

**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