



JAC Recruitment

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JAC Recruitment Thailand

PR/118535 | HR Specialist

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1566534

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 11:02

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

HR Specialist

Salary: 50,000 – 60,000 THB/Month

Location: Bangkok

Working Hours: 8.30 – 17.30

Key Responsibilities:

General HR Operations:

- Administer payroll processes accurately and on time.
- Manage recruitment and onboarding activities.

- Handle employee relations and provide support to staff and management.
- Ensure compliance with Thai labor laws and offer guidance on legal requirements.
- Prepare and maintain HR documentation, reports, and records.
- Serve as a point of contact between employees and management for HR-related matters.
- Develop and implement HR evaluation systems and company policies.
- Design and manage training programs to support employee development.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in HR system setup, policy development, and training initiatives.
- Strong knowledge of HR operations, including payroll, recruitment, and employee engagement.
- Solid understanding of Thai labor law and compliance requirements.
- Excellent communication and interpersonal skills with the ability to influence and collaborate across all levels of the organization.
- Good command of English (spoken and written); Japanese language skills preferred.

Benefits:

- Bonus
- Perfect Attendance
- Health Insurance
- Annual health check up

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

Company Description