



## PR/118543 | General Manager – Administration

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1566540

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 20th, 2026 05:00

### General Requirements

**Minimum Experience Level**

Over 10 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

**Job Summary:**

Seasoned leader with proven expertise in driving strategic and operational excellence across multiple corporate functions. Skilled in aligning HR, Finance, IT, Legal, and Procurement strategies with business objectives to ensure sustainable growth and compliance.

- HR & Organizational Development:** Spearhead workforce planning, talent management, and employee engagement initiatives while ensuring compliance with labor laws and fostering a strong organizational culture.
- Financial Leadership:** Oversee accounting, finance operations, budgeting, and risk management, delivering actionable insights to support executive decision-making.
- IT & Digital Transformation:** Ensure IT governance, cybersecurity compliance, and lead digitalization projects to enhance efficiency and data integrity.
- Legal & Compliance:** Monitor corporate governance, regulatory compliance, and risk controls, coordinating with external counsel as needed.
- Procurement Strategy:** Direct purchasing operations, supplier management, and cost-saving initiatives to optimize procurement efficiency and transparency.

**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