



JAC Recruitment

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JAC Recruitment Thailand

PR/118547 | HR Admin

## Job Information

## Recruiter

[JAC Recruitment Thailand](#)

## Job ID

1566543

## Industry

Other (Manufacturing)

## Job Type

Permanent Full-time

## Location

Thailand

## Salary

Negotiable, based on experience

## Refreshed

December 23rd, 2025 03:00

## General Requirements

## Minimum Experience Level

Over 6 years

## Career Level

Mid Career

## Minimum English Level

Basic

## Minimum Japanese Level

None

## Minimum Education Level

Associate Degree/Diploma

## Visa Status

No permission to work in Japan required

## Job Description

Working Hours: Mon–Sat, 8:00–17:00 (Full Saturday)

## Key Responsibilities:

- Manage HR and administrative functions for Rayong factory
- Recruitment: job postings, screening, interviews, onboarding
- Employee relations, performance management, training & development
- Ensure compliance with labor laws and company policies
- Administer payroll, benefits, and attendance
- Office administration: procurement, facility management, general services

- Liaison between HQ and local staff; support management
- Promote positive workplace culture and engagement initiatives

Requirements:

- Experience: 5+ years in HR & Admin within manufacturing
- Education: Bachelor's degree
- Language: Prefer English (documents)
- Motivated to improve company processes

**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