



PR/118698 | HR Admin

#### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1569749

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 20th, 2026 11:01

#### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

#### Job Description

**Key Responsibilities:**

- Manage work permit and visa applications for foreign employees (including one expatriate MD).
- Ensure compliance with labor laws and maintain positive employee relations.
- Oversee recruitment activities, onboarding, and general HR administration.
- Handle office management tasks and support management in HR policy development.
- Prepare employment regulations, draft employment contracts, and formulate company policies and rules.
- Manage documentation for applications and submissions to relevant authorities.

**Qualifications & Skills:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in HR and Administration within a manufacturing environment.
- Strong knowledge of work permit and visa processes, labor management, and recruitment.
- Familiarity with BOI-related procedures is an advantage.
- Experience in a newly established company or start-up environment is highly preferred.

- Proficiency in English (both written and spoken) is required.
- Excellent organizational and communication skills.

**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