



PR/118804 | Assistant Vice President – Human Resources (Hybrid Working)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1572278

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 07:00

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

Assistant Vice President – Human Resources (Hybrid Working)

Location: Bangkok, accessible by BTS

Position Overview:

The AVP – Human Resources is responsible for leading the full spectrum of HR functions and overseeing General Affairs, IT coordination, and Internal Control activities. This role ensures alignment between HR strategies and business goals while fostering a positive, compliant, and productive work environment.

Key Responsibilities

- Develop and execute HR strategies, policies, and programs that align with corporate objectives and support long-term organizational growth.
- Manage the end-to-end recruitment and selection process, including hiring, contract negotiation, and onboarding to ensure high-quality talent acquisition.

- Oversee monthly payroll, provident fund, personal income tax, social security contributions, student loan deductions, bonuses, and annual salary adjustment processes.
- Manage compensation structures, conduct salary and benefits assessments, and implement reward and recognition programs.
- Lead the performance appraisal process, including KPI setting, performance review, and feedback systems to drive continuous improvement.
- Identify organizational training needs and implement development programs to enhance employee skills and support career progression.
- Serve as a liaison between management and employees, addressing concerns, resolving conflicts, and ensuring strong employee engagement.
- Ensure compliance with all labor laws and HR regulations. Manage legal HR issues, PDPA requirements, compliance matters, and labor case handling.
- Promote a positive, inclusive workplace culture and lead initiatives that boost employee engagement and overall experience.
- Oversee maintenance, safety, and security of office facilities, assets, and equipment, including managing repairs, cleaning operations, and company vehicle fleet.
- Manage visa and work permit processes for expatriate staff and their families, including accommodation arrangements.
- Supervise outsourced Drivers and Maids, ensuring performance standards and service quality.
- Coordinate annual Board of Directors (BOD) and Annual General Meeting (AGM) arrangements.
- Organize corporate events such as company trips, New Year parties, staff activities, birthdays, and CSR events.
- Oversee office system maintenance and liaise with system vendors to ensure smooth operations.
- Monitor and verify required data and submit reports to the Internal Control PIC within designated timelines.

Skills & Qualifications:

- Education: A bachelor's degree in Human Resources, Business Administration, or a related field is standard.
- Experience: Typically requires 5+ years of HR experience, with at least 2-3 years in a managerial or leadership role.
- Certifications: Professional certifications can be beneficial for demonstrating expertise and strategic knowledge.

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