



PR/118854 | HR & Administration Supervisor

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1572851

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 05:00

General Requirements

Minimum Experience Level

Over 3 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

Job Responsibilities

- Responsible for recruitment and talent acquisition activities.
- Oversee training and development programs.
- Manage payroll, compensation, and employee benefits.
- Prepare, manage, and maintain HR-related documents and records.
- Ensure all HR documents are updated and properly organized.
- Coordinate with various departments to ensure company policies and regulations are properly implemented.
- Manage and provide guidance on administrative tasks.

- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in Social Sciences or a related field.
- At least 2 years of experience in an HR Supervisor position.
- Good command of English.

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Company Description