



## PR/118932 | HR Leader

### Job Information

#### Recruiter

JAC Recruitment Thailand

#### Job ID

1574751

#### Industry

Automobile and Parts

#### Job Type

Permanent Full-time

#### Location

Thailand

#### Salary

Negotiable, based on experience

#### Refreshed

January 27th, 2026 10:47

### 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

#### Key Responsibilities

- Lead and manage HR operations, covering recruitment, payroll, training, and employee relations (ER).
- Supervise and support the HR team to ensure smooth daily operations.
- Oversee end-to-end recruitment and manpower planning.
- Manage payroll processes, attendance, and HR systems accurately and on time.
- Plan and coordinate training and development programs.
- Handle employee relations, labor issues, and ensure compliance with company policies and labor laws.
- Prepare HR reports and coordinate with management as required.
- Utilize Business Plus program effectively for HR and payroll operations

### Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field.
- At least 2 years of experience in a leadership or supervisory level within HR.
- Strong experience in recruitment, payroll, training, and ER.

- Able to use Business Plus program.
- Good knowledge of Thai labor law and HR best practices.
- Leadership mindset with good communication and problem-solving skills.
- Able to work independently and manage multiple tasks effectively.

**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