



PR/117885 | HR Operations & Business Partner Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1578073

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

March 16th, 2026 05:00

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

Responsibilities:

- Lead End-To-End HR operations, ensure adherence to Thai Labor Laws, Regulations and Corporate Governance such as Employment Contracts, Policy Compliance and Maintaining HR Records
- Lead "Talent Acquisition & Recruitment efforts" by sourcing, screening and interviewing candidates including maintaining relationships with recruitment agencies
- Partnering with Top Management and Hiring Managers to define job requirements and recruitment strategies including providing "HR Dashboards Reports and Analytics"
- Work with Payroll Vendors to ensure timely and accurate Payroll & Benefit, enhance local benefits (Medical, Insurance, Allowances etc.), and assure Bonuses and Incentives accurately
- Lead in "Onboarding Experience, Orientation & Probation Reviews for New Joiners", and foster a "Positive & Teamwork & Performance-Driven Culture"

- Act as a HR Contact Point including providing guidance on Employee Relations, Conflict Resolution, Grievances & Disciplinary actions, and People Engagement activities & Surveys.
- Lead in “Performance Appraisal & Review” annually including Goal Setting
- Estimate Training Needs and facilitate for “Talent Development and Succession Planning” including collaborate with global Learning and Development Team

Qualifications:

- Bachelor’s Degree in Human Resources, Business Administration or related fields
- 10+ years of HRM experience with at least 4 years in a Managerial role
- Solid knowledge of Thai Labor Laws and HR best practices, and Experience with HR Operations & Payroll management
- Excellent in interpersonal & communication & people skills and stakeholders management
- Fluent command of English

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