



PR/119055 | Assistance HRA Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1578087

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 16th, 2026 11:40

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

Job Responsibilities:

- Support the monitoring and enhancement of departmental responsibilities, ensuring all job descriptions are clearly defined and aligned with each role.
- Assist in the daily operations of HR functions, providing coordination and support across all HR team activities.
- Provide comprehensive HR assistance to the HR Manager, including administrative and operational tasks.
- Participate in the recruitment and selection process, including task assignment to the responsible HR team members to ensure an efficient hiring workflow.

Qualifications:

- Bachelor's degree in Human Resources or a related field.
- Strong reporting abilities with excellent document management skills.
- Good command of English; Chinese language skills will be an advantage.
- Strong organizational and administrative skills with the ability to manage multiple tasks effectively.

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Company Description