



## 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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information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description