



## PR/119116 | Assistant HR Manager

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1579788

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 21st, 2026 13:00

### General Requirements

**Minimum Experience Level**

Over 10 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Key Responsibilities

- Organize meetings and activities that help build good relationships between the company and employees (such as meetings with the labor union or employee committees).
- Plan and manage employee engagement activities—for example, sports events, merit-making, birthday celebrations, and improving workplace facilities.
- Make sure company policies, work rules, and internal announcements are followed correctly.
- Gather and analyze information to support labor discussions, employee requests, and problem-solving.
- Oversee general support services such as the canteen, transportation, company vehicles, security team, housekeeping, gardening, welfare items, and contract renewals.
- Handle tasks for foreign employees, including visa and work permit processes, reporting requirements, accommodation, and travel arrangements.

- Keep internal documents, reports, and records well-organized and up to date.
- Coordinate with government offices, external partners, and service providers.
- Support company projects and help with other tasks assigned by management.

#### Qualifications

- Bachelor's degree or higher in Human Resources Management or a related field
- Minimum 10 years of work experience, including at least 2 years in leader role
- Strong understanding of Thai labor laws and related regulations
- Japanese language skills are an advantage
- Proficient in Microsoft Office, especially Excel
- Able to work with Canva, ChatGPT, and other AI tools
- Possess a valid driving license and able to travel upcountry when required
- Able to commute independently to the workplace

**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