



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

May 19th, 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

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Company Description