



PR/119254 | ESG Department Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1582452

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 14th, 2026 12:01

General Requirements

Minimum Experience Level

Over 6 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

ESG Department Manager

Job Responsibilities:
A. Corporate Governance

- Develop and execute corporate governance frameworks that comply with relevant laws, Stock Exchange regulations, OECD guidelines, and global standards.
- Coordinate Board of Directors (BOD) and committee meetings, including agenda preparation, documentation, and minute-taking.
- Provide legal and regulatory guidance to the Board and senior leadership.
- Prepare the Corporate Governance Report and documentation for external evaluations such as IOD and SET.
- Monitor governance-related risks and recommend preventive actions.

B. Sustainability & ESG

- Define the organization's Sustainability Strategy and roadmap aligned with frameworks such as GRI, TCFD, and the UN SDGs.
- Lead cross-functional ESG initiatives supporting Net Zero, Carbon Neutrality, and Circular Economy goals.
- Prepare Sustainability and ESG Reports in accordance with GRI, SASB, and TCFD standards.
- Track environmental laws and sustainability-related policies.

- Promote a culture of responsibility through CSR and community development programs.
- Develop and monitor systems aligned with ISO 9001 Quality Management System (QMS) to enhance process efficiency, documentation integrity, and continuous improvement within ESG operations.
- Collaborate with internal teams to ensure ESG processes follow ISO 9001 requirements, including risk-based thinking, corrective actions, internal audits, and QMS compliance.

C. Compliance & Stakeholder Engagement

- Oversee compliance with all relevant laws, regulations, and the company's Code of Conduct.
- Manage communication and engagement with stakeholders including investors, regulators, communities, and media.

- Evaluate CG and ESG performance and present improvement recommendations.
- Ensure alignment between ESG reporting processes and ISO 9001 standards related to quality control, record-keeping, performance monitoring, and continuous improvement.

Job Qualifications:

- Bachelor's degree or higher in Law, Business Administration, Accounting, Finance, Economics, Environmental Studies, or related fields.
- Certifications in Corporate Governance, Sustainability, ESG, Company Secretary, or ISO 9001 Internal Audit / Lead Auditor are advantageous.
- Strong analytical, project management, and documentation skills.
- Minimum 7–10 years' experience in Corporate Governance, Company Secretary functions, Sustainability, or ESG.
- Background in a public listed company or multinational organization preferred.
- Strong understanding of corporate governance principles (OECD Principles, CG Code), ESG standards, and Stock Exchange regulations.
- Experience implementing or managing ISO 9001 Quality Management Systems, including process development, internal audits, and continuous improvement activities, is a significant advantage.

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Company Description