



## PR/119266 | Senior Human Resources Planning Officer

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1582460

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 28th, 2026 04:00

### 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

Senior Human Resources Planning Officer

Salary : 40,000 - 45,000 THB

Location : Samutprakarn

### Job Responsibilities

- Oversee the company's HR systems, employee records, organizational charts, and approval processes.

- Direct annual performance reviews and competency evaluations for management consideration.
- Manage organizational restructuring, promotions, and staff rotations each year.
- Lead HR initiatives from planning through execution, ensuring system adoption and continuous improvement.
- Handle employer branding activities across the company website and digital platforms.
- Monitor project progress and deliver detailed HR data reports to leadership.
- Organize and support company-wide events and employee engagement programs.
- Provide coaching and mentorship to team members to improve performance and resolve operational challenges.
- Carry out additional duties as assigned by supervisors.

#### Qualifications

- Bachelor's degree in Business Administration, Human Resources, or related fields.
- At least 6 years of experience in HR Planning, HR Development, HR Information Systems, or HR Business Partner roles.
- Strong proficiency in MS Office tools (Excel, Power BI, Power Automate, etc.).
- Basic knowledge of media software for public relations and communication tasks.
- Familiarity with labor law fundamentals.
- Excellent communication, interpersonal, and coaching abilities.
- Good command of English (minimum TOEIC score of 550).
- Possession of a valid driving license is considered an advantage.

**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