



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

June 9th, 2026 14:00

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

Company Description