



PR/119346 | HR Staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1584429

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 15:10

General Requirements

Minimum Experience Level

Over 3 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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

HR GA Staff (Workplace around Chacheonsao)

Position: HR GA Staff

Location: Bangpakong, Chacheongsao

Business: Food Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.00 PM, 1 Saturday per month

JOB RESPONSIBILITIES

- Oversee HR operations, provide support for HRM functions, including payroll, performance evaluations, benefits administration, and social security processes.
- Organize, coordinate, and execute employee training programs.
- Manage end-to-end recruitment activities and oversee onboarding for new hires.
- Maintain accurate employee records and assist with employee relations matters.
- Support welfare initiatives and handle general administrative tasks.
- Work closely with management to ensure compliance with labor laws and internal policies.
- Perform additional HR duties as assigned.
- Other tasks as assigned.

JOB REQUIREMENTS

- This position, salary range around 23,000 - 30,000 THB
- Graduate in institution of education level, bachelor's degree or higher in any related fields.
- HR Experience over 4 years' experience in Factory business.
- Strong knowledge of payroll, recruitment, and labor law compliance.
- Ability to communicate in English with foreign boss.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work at Bangpakong, Chacheongsao

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Company Description