



PR/119358 | HR Generalist

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1584436

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 14:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

HR Generalist

Job Description

- Support end-to-end HR operations, including recruitment, employee relations, payroll coordination, and general HR administration.
- Work closely with internal teams to ensure smooth HR processes and compliance with company policies.
- Assist in implementing HR initiatives and supporting day-to-day employee needs.
- Maintain HR documentation, records, and reports with accuracy and confidentiality.
- Collaborate with managers and employees to foster a positive and productive work environment.
- Ensure all HR practices are aligned with Thai labor laws and organizational standards.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related fields.
- 2–4 years of experience in HR generalist roles, ideally in fast-paced settings such as e-commerce, retail, or startups.

- Strong knowledge of HR practices across recruitment, employee relations, payroll coordination, and HR administration.
- Familiarity with Thai labor law and HR compliance requirements.
- Strong communication skills in Thai and English; Vietnamese is a plus.
- Highly organized, proactive, and able to manage multiple tasks independently.
- Strong problem-solving skills and attention to detail in HR operations.
- Hands-on, adaptable, and willing to support various HR functions as needed.
- Good interpersonal skills with the ability to build trust and maintain positive employee relationships.
- Comfortable working in a dynamic, multicultural environment.

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