



PR/119402 | Asst. HR Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1585964

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 13:00

General Requirements

Minimum Experience Level

Over 6 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

Job Summary

We are seeking a proactive and detail-oriented **Asst. HR Manager** to oversee HR operations, manage the HR team, and support employee relations initiatives. This role is responsible for ensuring efficient HR processes, compliance with company policies, and organizing HR and CSR activities to strengthen organizational culture.

Key Responsibilities

- Prepare HR operational reports and implement continuous improvements to HR processes
- Supervise and manage a team of 5 HR staff, including working time control, leave administration, and disciplinary matters
- Ensure accurate attendance, payroll-related data, and compliance with company policies
- Organize and coordinate HR activities such as employee engagement programs, internal events, and training support
- Promote positive employee relations and handle employee concerns professionally

- Develop, implement, and maintain HR Standard Operating Procedures (SOPs)
- Ensure HR practices comply with labor laws and company regulations
- Plan and coordinate Corporate Social Responsibility (CSR) activities
- Support management in HR-related projects and initiatives

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Company Description