



## 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**

April 7th, 2026 11:12

### 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

**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