



## PR/119336 | Senior HR Manager (Compensation & Benefits and HRM))

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1586589

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

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### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Position Summary

The Senior Manager, HRM is responsible for driving key HR functional areas under Employee Experience team, with primary focus on Compensation & Benefits (C&B), Employee Relations (ER), HR policy governance, and HRIS. This role supports both strategic and operational activities, ensuring alignment with corporate policies while fostering fair, compliant, and efficient HR operations. The role also involves collaboration with external consulting partners (e.g., Mercer) and requires solid experience in handling sensitive ER cases, documentation, and disciplinary processes.

#### Key Responsibilities

##### 1. Compensation & Benefits (Approx. 50%)

- Lead and manage C&B activities including salary benchmarking, market surveys, job evaluation (JE), performance management systems (PMS), and talent-related compensation processes.
- Partner with external consultants (e.g., Mercer) on major HR and C&B projects.
- Review and optimize compensation structures to ensure competitiveness and internal equity.
- Oversee payroll knowledge and support payroll operations when required (previous payroll experience beneficial).

- Coordinate with shared service teams for C&B process improvements.

## 2. Employee Relations (ER)

- Handle ER matters including disciplinary actions, misconduct investigations, and case documentation.
- Prepare all required documents such as warning letters, investigation summaries, and statements in compliance with legal and company standards.
- Work closely with legal counsel for complex cases, ensuring accurate and well-prepared documentation and testimony.
- Support ER matters within sales teams and other functions, maintaining strong integrity in rule enforcement.
- Maintain positive relations with employees while ensuring strict adherence to company rules and regulations.

## 3. Rules, Regulations, and HQ Policy Governance

- Interpret, implement, and communicate HQ policies, ensuring understanding and compliance across the organization.
- Review, update, and maintain HR rules and regulations to ensure alignment with Thai labor laws and corporate guidelines.
- Provide guidance to managers and employees on policy-related matters.

## 4. HRIS & Shared Services Coordination

- Oversee and enhance HRIS processes to support accurate HR data, reporting, and workflow efficiency.
- Coordinate with shared service centers on transactional HR support, especially in C&B and ER activities.
- Develop improvements to automate or streamline HR processes.

## 5. HR Projects & Continuous Improvement

- Lead and participate in HR transformation and organizational development projects.
- Collaborate cross-functionally to enhance employee experience, HR processes, and operational effectiveness.
- Utilize data insights to propose recommendations for HR improvements.

## Qualifications

- Fluent in Thai and good command in English.
- Bachelor's or Master's degree in Human Resources, Business Administration, or related field.
- Minimum 7+ years of HR experience, with strong exposure to C&B and ER.
- Experience working on HR projects with external consulting firms such as Mercer.
- Strong knowledge of Thai labor laws, compliance, and disciplinary procedures.
- Prior payroll experience is an advantage.
- Strong documentation, analytical, and case-handling skills.
- Ability to manage complex issues with attention to detail and high confidentiality.
- Strong communication skills and ability to work with legal teams and senior leaders.
- Proficiency in HRIS systems and data management.

**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