



PR/119443 | HRIS Specialist

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1586599

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 14th, 2026 10:40

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

HRIS Superuser

Role Overview

The HRIS Superuser is responsible for the day-to-day administration, optimization, and continuous improvement of the organization's Human Resources Information System. This role plays a critical part in ensuring the HRIS effectively supports HR operations, strategic initiatives, and delivers a high-quality employee and benefits experience across multiple countries.

Job Responsibilities:

- Partner with internal teams and external vendors to gather business requirements and lead system planning, development, testing, and deployment activities.
- Configure, maintain, and optimize the HRIS to support global and regional HR processes.
- Develop and maintain standard and ad-hoc HRIS reports to support data-driven HR decisions.
- Translate complex, multi-country business needs into clear functional and technical system requirements.
- Coordinate system implementation activities, including configuration, data migration, and user acceptance testing.
- Design and deliver user training to ensure effective system adoption and ongoing proficiency.

- Act as the primary contact for HRIS inquiries, providing guidance and support to regional HR teams.
- Monitor system performance post-implementation and manage issue tracking through to resolution.
- Contribute to and lead continuous improvement initiatives related to HR systems and processes.
- Ensure data accuracy, data governance, system security, and compliance with data protection regulations.
- Maintain consistent communication with global and regional stakeholders to ensure alignment and best practices are followed.
- Stay informed on HRIS trends, enhancements, and emerging technologies.

Qualifications:

- Hands-on experience administering or supporting an HRIS in a multi-country or regional environment.
- Proven experience managing user access, system permissions, reporting, and troubleshooting.
- Strong understanding of HR processes and HR data.
- Experience providing user support and delivering system training.
- Excellent command of English (written and spoken).
- Familiarity with SAP SuccessFactors or similar HRIS platforms is a strong advantage.

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Company Description