



JAC Recruitment

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JAC Recruitment Thailand

PR/119593 | HR & GA MANAGER

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1598963

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 12th, 2026 08:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

HR & GA Manager

Location: Bangna, Thailand

Working hours: Monday - Friday 8:30 - 17:30

Salary: 55,000-65,000 THB/month

Qualifications:

- Minimum of 10 years of HR experience, including managerial responsibilities.
- Previous experience working in a Japanese company is required.
- Proven experience as a hands-on manager, capable of both leading a team and actively handling daily HR and GA operations.

- Strong knowledge of Thai labor laws, HR practices, and administrative processes.
- Experience supporting both manufacturing and sales office environments is an advantage.
- Good command of English (both written and spoken).
- Japanese language proficiency is an advantage.

Key Responsibilities

- Oversee and manage all HR and General Affairs functions, including payroll, recruitment, employee relations, and regulatory compliance.
- Administer HR systems (Tiger Soft) and ensure accurate HR data management.
- Handle visa and work permit processes for Japanese expatriates.
- Manage payroll, banking transactions, social security, insurance, and provident fund administration, particularly for Japanese staff.
- Coordinate and collaborate closely with the HR team at the factory to ensure alignment and efficiency across operations.

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