



PR/119688 | HR&GA, Asst. Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1598998

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 10:49

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

HR & GA Assistant Manager

???? Location: Chonburi

???? Employment Type: Full-time

About the Role

We are looking for a proactive and experienced **HR & GA Assistant Manager** to support and drive all HR and General Administration functions. This role is ideal for a strong HR professional who can lead a team, improve processes, and partner with management to enhance overall organizational effectiveness.

Key Responsibilities

- Manage end-to-end HR functions including:
 - Recruitment & onboarding
 - Payroll administration
 - Training & development

- Employee relations
- Performance management (HRD/HRM)
- Ensure compliance with labor laws and company policies
- Lead and develop the HR & GA team to achieve departmental goals
- Analyze HR data and prepare reports to support management decisions
- Oversee general administration tasks and ensure smooth office operations
- Drive HR initiatives to improve employee engagement and retention

Qualifications

- Bachelor's degree or higher in Human Resources, Business Administration, Psychology, or related fields
- 5–10 years of HR experience, with supervisory or assistant manager experience preferred
- Strong knowledge of Thai labor laws and HR best practices
- Excellent leadership, planning, and team management skills
- Strong analytical thinking and problem-solving ability
- Good communication and coordination skills
- Ability to work well under pressure

Skills & Requirements

- Proficient in Microsoft Office (Excel & PowerPoint)
- Experience in HR data analysis and reporting
- Good command of English is an advantage

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