



## PR/119812 | HRD Senior Supervisor

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1599057

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 10:50

### 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

**OVERVIEW**

The Company is Japanese, now seeking for an experienced candidate to join as

HRD & GA Senior Supervisor (Workplace around MRT Silom, BKK)

Position: HRD & GA Senior Supervisor

Location: MRT Silom or BTS Saladaeng, Bangkok

Business: Engineering Maintenance

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

## JOB RESPONSIBILITIES

- Handle operation tasks in HRD, GA, IT Support, Office Admin and Project management in HR Development.
- Conduct employee training and onboarding programs to ensure smooth integration of new hires.
- Manage employee communications and handle investigations related to workplace issues or cases.
- Oversee disciplinary processes in accordance with company policies.
- Handle recruitment activities to fill open positions in a timely manner.
- Ensure compliance with company policies, procedures, and regulations.
- Review, prepare, and screen applications, office expenses and payment.
- Manage general administration and employee welfare programs for branch office staff.
- Coordinate and oversee the distribution of company uniforms.
- Maintain and organize office storage systems effectively.
- Supervise operations and maintain 5Sor standards for Bangkok office and branch office.
- Lead and organize "Happy Workplace" initiatives, including preparing proposals for management approval.
- Coordinate with the IT team to support all technology-related requirements.
- Deliver IT-related training sessions to employees.
- Maintain and monitor IT hardware and software inventories.
- Support the implementation the online training program.
- Project Management, Develop and manage succession planning and talent management strategies.
- Other tasks as assigned

## JOB REQUIREMENTS

- This position, salary around 40,000 - 50,000 THB
- Graduate in institution of education level, bachelor's degree or higher in HR, Accounting, English, Management or any related fields.
- The candidate is required over 8 years in HRD, GA Admin, Accounting, Office Management, HR, GA.
- Knowledge in Thai labour laws will be advantage.
- Ability to communicate in English with foreign boss.
- Extrovert character, willing to meet with people.
- Able to work in small office, one man shows.
- Able to use PowerPoint or Canva for doing presentation slide.
- Able to use computer literacy in MS Office, Powerpoint, Canva
- Available to work in pressure, proactive, rush environment.
- Able to travel to work around MRT Silom or BTS Saladaeng, Bangkok

**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