



PR/119819 | HR & Admin Manager (Japanese-speaking N2+)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1599062

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 10:50

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

HR & Admin Manager (Japanese-speaking N2 or above)

Location: Samut Sakhon, Thailand

Working Hours: Monday – Friday (08:00 – 17:00) + Alternate Saturday

Salary: 70,000 – 100,000 THB/month

Company Overview

Our client is a Japanese manufacturing company specializing in hydraulic tipping gear, double-acting cylinders, and wastewater treatment equipment for industrial and commercial applications. The organization operates with approximately 250 employees and maintains close collaboration with its headquarters in Japan.

Position Overview

We are seeking an experienced and dynamic HR & General Affairs Manager to lead and oversee all human resources and administrative functions. This role requires strong leadership capabilities, strategic thinking, and hands-on experience managing HR and GA operations in a manufacturing environment, particularly within Japanese organizations.

Key Responsibilities
Human Resources Management

- Oversee full-spectrum HR functions including payroll, social security, recruitment, training, and employee relations.
- Ensure compliance with Thai labor laws and company policies.
- Develop and implement HR strategies aligned with business objectives.

Performance Management

- Lead the review, enhancement, and implementation of performance evaluation systems.
- Drive continuous improvement in employee performance and engagement.

General Affairs (GA) Management

- Manage administrative functions, including office administration, IT support, safety, security personnel, and drivers.
- Ensure efficient daily operations and proper facility management.

Compensation & Benefits

- Plan, review, and improve salary structures and compensation frameworks.
- Ensure competitive and fair employee benefits.

Government & External Liaison

- Handle government-related procedures, documentation, and compliance.
- Liaise and negotiate with relevant authorities and external parties.

Stakeholder Coordination

- Collaborate closely with the Japan headquarters on HR and administrative matters.
- Support cross-cultural communication and alignment.

Qualifications

- Bachelor's degree or higher in Human Resources, Business Administration, or related field.
- At least 10 years of experience in HR & General Affairs, with solid managerial experience.

- Proven experience as an HR & GA Manager in a Japanese manufacturing company.
- Strong knowledge of Thai labor law, payroll processes, and HR best practices.
- Demonstrated ability to handle government procedures and negotiations.
- Excellent leadership and team management skills.
- Strong organizational and problem-solving abilities.
- Japanese: JLPT N2 or above (mandatory)
- English: Intermediate level

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Company Description