



PR/119897 | HR Manager (Hotel set-up experience), Phuket

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1599107

Industry

Tourism

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 10:51

General Requirements

Minimum Experience Level

Over 10 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 Manager (Hotel set-up experience), Phuket

Location: Phuket

Key Metrics:

- Hiring completed on time for Grand Opening
- New hire quality (probation success)
- Full legal compliance (contracts, permits, ratios)
- Turnover & time-to-fill

- Employee engagement
- Training completion & hours
- HR delivery within budget

Key Responsibilities:

1. Recruitment

- Lead end-to-end hiring aligned with pre-opening timeline.
- Hire HODs first, then line staff.
- Manage agencies, pipelines, and interviews.
- Support hiring of senior roles (ExCom/HODs).
- Build talent pipeline and employer branding.
- Ensure structured onboarding/induction.

2. Legal Compliance

- Ensure compliance with Thai labor and immigration laws.
- Manage visas/work permits and foreign staff ratios.
- Ensure job titles comply with Thai restrictions.
- Prepare compliant contracts with legal counsel.
- Maintain audit-ready HR documentation.

3. Performance & Rewards

- Set probation KPIs and performance targets.
- Design performance review system (property-specific).
- Benchmark salaries and benefits.
- Propose incentives and bonus structures.

4. Learning & Development

- Develop training aligned with wellness concept.
- Conduct training needs analysis.
- Build succession and development plans.
- Run exit interviews and recommend improvements.

5. HR Operations

- Build HR systems (policies, handbook, job descriptions).
- Maintain employee records and HR documentation.
- Manage staff accommodation (if applicable).
- Track leave and report to Finance monthly.

6. General

- Provide monthly HR reports.
- Keep leadership informed of HR matters.

- Promote a positive, compliant, service-driven culture.

Qualifications & Experience:

- Minimum 10 years of progressive HR experience, with at least 5 years in a standalone / independent HR Manager role (non-chain or pre-opening environment preferred).
- Proven experience leading HR functions from scratch, including building policies, systems, and frameworks without corporate support.
- Strong background in hospitality, wellness resorts, or service-led environments (pre-opening experience highly preferred).
- Demonstrated track record in high-volume recruitment and successful pre-opening hiring delivery.
- Deep knowledge of Thai labour law, immigration, and work permit regulations, including foreign employee compliance requirements.
- Experience managing HR compliance audits, contracts, and legal documentation.
- Proven capability in performance management, compensation structuring, and employee engagement strategies.
- Hands-on experience in training & development, including building induction and service culture programs.

Skills & Competencies:

- Strong leadership and ability to operate independently with full ownership.
- Excellent stakeholder management (owners, senior leadership, external partners).
- High attention to detail with a strong compliance mindset.
- Ability to balance strategic HR and operational execution.
- Strong communication skills in Thai and English.

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Company Description