



PR/119976 | HR & GA Assistant Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1600911

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 7th, 2026 10:14

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

HR & GA Assistant Manager (Workplace around MRT Petchburi, Bangkok)

Position: HR & GA Assistant Manager

Location: MRT Petchburi, New Petchburi Road, Bangkok

Business: Engineering

Working hour: Monday – Friday, 8.00 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in HR GA, Admin, ensuring that HR operations, employee services, and administrative activities are managed accurately, efficiently, and in compliance with company policies and Thai labor laws.
- Oversee daily HR operations and ensure smooth execution of HR activities.
- Develop, implement, and maintain HR policies and procedures in compliance with Thai labor laws and corporate guidelines.
- Manage the full recruitment cycle, including sourcing, interviewing, onboarding, orientation, and exit interviews.
- Oversee performance management, employee relations, compensation & benefits, welfare administration, and talent development programs.
- Investigate labor-related issues and ensure compliance with employment regulations.
- Conduct training needs analysis, coordinate training programs, and evaluate training effectiveness.
- Process monthly payroll accurately and submit payroll reports within the required timeline.
- Manage employee services, including health checkups, insurance renewals, travel arrangements, and company events.
- Handle visa work permit for expats, under BOI
- Supervise administrative operations such as purchasing, facility management, and office services.
- Manage office facilities and coordinate maintenance activities.
- Oversee and monitor contracts related to office rental, suppliers, and employee service providers.
- Coordinate with legal and compliance teams regarding contracts and regulatory matters.
- Supervise GA staff and ensure operational efficiency.
- Prepare annual HR & GA budgets and operational plans.
- Monitor and control HR & GA expenditures.
- Lead or support cross-functional HR & GA projects aligned with business objectives.
- Provide HR and administrative support for special projects and ad hoc assignments.

JOB REQUIREMENTS

- This position, total salary around 48,000 - 53,000 THB + Bonus
- Graduate in institution of education level, bachelor's degree or higher in HROD, English or any related fields.
- Experience over 7 years HR, GA, Office Management, Purchasing, Visa work permit under BOI.
- Ability to communicate in English with expats.
- Able to work under pressure and different culture.
- Demonstrates strong people management skills, with a high sense of responsibility and a supportive leadership style.
- Having TOEIC score around 650+ to ensure English skill will be advantage.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Petchburi, BKK

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