

PR/119980 | HR Manager (Japanese-speaking, JLPT N2+), WFH

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1600915

Industry
Electronics, Semiconductor

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 19:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

HR Manager (Japanese-speaking, JLPT N2+), WFH

Location: Bangkok (Hybrid – 2 days WFH)

Working Hours: 08:30–17:30 (Mon–Fri)

Salary: 65,000–85,000 THB / Month (depends on experience)

Key Responsibilities:

- Review and improve HR systems, performance evaluation systems, and employment regulations across multiple countries.
- Conduct policy comparisons, gap analysis, and prepare reports for management.
- Manage HR operations including recruitment, performance appraisal, labor management, and HR documentation.

- Research labor laws and employment regulations in Thailand and other countries to ensure compliance.
- Prepare HR data, system documents, analytical reports, and presentation materials.
- Coordinate with internal teams and overseas stakeholders to support regional HR initiatives.

Qualifications:

- Bachelor’s degree or higher in HR, Business Administration, or a related field.
- JLPT N2 or above with strong communication skills in Japanese.
- At least 5 years of experience in HR/Admin or broad back-office functions.
- Strong knowledge of Thai labor law and HR operations.
- Experience supporting regional HR activities or overseas subsidiaries is an advantage.
- Strong analytical, organizational, reporting, and problem-solving skills.
- Proficient in Microsoft Office applications.
- Able to handle confidential information with professionalism and integrity.

Benefits:

- Bonus
- Transportation allowance: 2,500 THB/Month
- Position allowance: 2,500 THB/Month
- Health Insurance
- Provident Fund
- Annual medical health check-up

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