



PR/120020 | HRIS Supervisor

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1602444

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 11th, 2026 12:00

General Requirements

Minimum Experience Level

Over 3 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

Job description:

- Administer and maintain the HRIS, including system configuration, security roles, workflows and organizational structures.
- Support SAP SuccessFactors modules and ensure system performance and data integrity.
- Gather business requirements from HR stakeholders and translate them into system solutions.
- Coordinate system enhancements, upgrades, testing (UAT), and deployment with IT and vendors.
- Troubleshoot HRIS issues and provide timely user support.
- Develop and maintain HR reports, dashboards, and data analytics.
- Monitor HR data quality and ensure compliance with data governance and company policies.

Qualification:

- Bachelor's Degree in related
- Minimum 3-5 years of experience in HRIS.
- Hands-on experience in implementing, configuring, and administering SAP SuccessFactors or other HRIS platforms.
- Strong understanding of HR processes, HR data, and system integration concepts.
- Experience in gathering business requirements, preparing functional specifications, conducting UAT, and coordinating with vendors and IT teams.
- Experience in system enhancements, change requests, release management, and production support.
- Experience with reporting and analytics tools (e.g., SAP SuccessFactors Reporting, People Analytics, or Power BI) is preferred.

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Company Description