



PR/120065 | HR & Admin Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1603123

Industry

Healthcare, Nursing

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 4th, 2026 02:00

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

Key Responsibilities

HR Strategy & Administration

- Develop and implement HR policies, procedures, and administrative strategies aligned with corporate, regional, and local requirements.
- Drive HR operational excellence, professionalism, compliance, and cost-efficiency.
- Manage HR and administrative budgets and ensure effective resource utilization.
- Support organizational changes, business growth initiatives, and project transitions.

Recruitment & Workforce Planning

- Lead manpower planning, headcount forecasting, and recruitment budgeting.

- Develop and maintain recruitment policies, procedures, and workforce planning frameworks.
- Manage end-to-end recruitment processes for all organizational levels.
- Partner with business leaders to forecast talent needs and support workforce planning initiatives.
- Enhance recruitment effectiveness and candidate selection processes.

Compensation & Benefits

- Manage payroll and benefits budget forecasting.
- Oversee payroll administration, ensuring accuracy, compliance, and timely processing.
- Implement and maintain salary structures, grading systems, and compensation frameworks.
- Conduct salary benchmarking and market surveys to ensure competitiveness.
- Recommend compensation and benefits improvements aligned with market trends and business objectives.

Employee Relations

- Act as a trusted advisor to management and employees on HR policies and practices.
- Handle employee grievances, disciplinary matters, and workplace disputes.
- Support labor relations activities, negotiations, and dispute resolution processes.
- Review employment-related contracts and legal agreements in coordination with legal counsel.
- Lead employee welfare initiatives and Welfare Committee activities.

Performance Management

- Design, implement, and continuously improve performance management systems.
- Develop performance appraisal processes and guidelines.
- Support merit increases, bonus planning, and employee development programs.
- Provide strategic recommendations to enhance organizational and individual performance.

Learning & Development

- Develop annual training plans and manage training budgets.
- Identify organizational and individual development needs in partnership with department managers.
- Design and implement learning and development programs.

Qualifications:

- Bachelor's degree in Human Resources or related field.
- Proven working experience as HR Manager or other HR Executive
- People-oriented and results-driven
- Demonstrable experience with Human Resources metrics
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation, and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>
Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

Company Description