

PR/120181 | HR Manager

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1607141

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 15:00

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

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 Manager (Workplace around Lad Krabang, Bangkok)

Position: HR Assistant Manager - Manager

Location: Motorway Road, Lad Krabang, Bangkok

Business: Freight Forwarding, Shipping, Logistics

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in HR GA, Admin, HRM, HRD, Welfare, Compensation and Benefits, Payroll, Compliance, 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, doing payroll with B-Plus program.
- Manage employee services, including health checkups, insurance renewals, travel arrangements, and company events.
- 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 60,000 - 80,000 THB
- Graduate in institution of education level, bachelor’s degree or higher in HROD, English or any related fields.
- Experience over 10 years HR, HRM, HRD, Payroll.
- 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.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around Motorway road, Lad Krabang, Bangkok

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