



PR/120206 | HR System operation(HRIS)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1607757

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 10:38

General Requirements

Minimum Experience Level

Over 6 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:

- Support day-to-day HR system operations and assist with the implementation of system enhancements and digitalization initiatives.
- Provide first-level support for HR system-related inquiries and coordinate issue resolution with relevant stakeholders.
- Assist in system testing, user acceptance testing (UAT), and documentation for new releases, changes, and enhancements.
- Coordinate user training and communication activities to support the adoption of HR systems and new functionalities.

Qualifications

- Bachelor's degree in Human Resources, Information Technology, Business Administration, or a related field.

- 2-5 years of experience in HR Operations, HRIS, HR Shared Services, HR Technology, or related areas.
- Good command of written and spoken English and Thai.
- Experience working with HR systems such as SAP HCM, SuccessFactors, Workday, or similar platforms is an advantage.

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Company Description