



PR/120207 | HR Processes & Digitalization

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1607758

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

- Support the implementation and continuous improvement of HR processes and digitalization initiatives across the assigned region.
- Provide support for HR systems, process-related inquiries, and user adoption activities.
- Coordinate training, communication, and documentation for new HR tools, systems, and process updates.
- Assist in gathering business requirements and coordinating HR system testing, including User Acceptance Testing (UAT).
- Maintain process documentation, user guides, FAQs, and standard operating procedures.
- Monitor HR process performance and support reporting activities while identifying opportunities for process improvement.

Your Experience & Qualifications

- Bachelor's degree in Human Resources, Business Administration, Information Systems, or a related field.
- 2-5 years of experience in HR Operations, HR Shared Services, HRIS, HR Projects, or Process Improvement.
- Good command of spoken and written English and Thai.
- Experience working with HR systems such as SAP HCM, SuccessFactors, Workday, UKG, or similar platforms is an advantage.

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Company Description