

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
November 10th, 2026 18:00

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