



PR/120325 | HR Specialist

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1609928

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 10:43

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

Join a leading international manufacturing company and take ownership of end-to-end HR operations.

Responsibilities

- Handle recruitment, onboarding, and employee relations
- Manage payroll coordination, compensation & benefits
- Administer visa and work permit processes
- Ensure compliance with labor laws and HR policies
- Prepare HR reports and support HR audits

- Coordinate with regional teams and headquarters on HR initiatives

Requirements

- Bachelor's degree in HR, Business Administration, or related field
- 5+ years of HR generalist experience
- Good knowledge of Thai labor law and employment regulations
- Strong communication and stakeholder management skills
- Good command of English
- Experience with HRIS is a plus

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Company Description