



PR/120476 | HR GA Leader or HR GA Assistant Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1614487

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:16

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Basic

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 & GA Assistant Manager (Workplace around MRT Samyan, Bangkok)

Position: HR & GA Assistant Manager

Location: MRT Samyan, Bangkok

Business: Chemical trading

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

JOB RESPONSIBILITIES

- Handle overall loops in HR GA, Admin, ensuring that HR operations, employee services, and administrative activities are managed accurately, efficiently and compliance with company policies and Thai labor laws.
- Oversee daily HR operations and ensure smooth execution of HR activities.
- Lead, mentor, and enhance the capabilities of the HR GA team to achieve business and functional objectives.
- Manage end-to-end recruitment activities, including workforce planning and talent acquisition.
- Support compensation and benefits programs, including salary reviews and employee welfare initiatives.
- Ensure compliance with labor laws, employment regulations, and HR policies.
- Handle employee relations matters and oversee daily HR administration.
- Administer social security, statutory benefits, and other employee-related programs.
- Oversee payroll operations to ensure timely and accurate salary processing.
- Liaise with external legal counsel on employment matters, contracts, and legal documentation.
- Manage work permit and visa applications, renewals, and related documentation for expatriate employees.
- Oversee office administration, facilities management, and workplace operations.
- Manage company assets, office equipment, vehicles, and vendor relationships.
- Support IT system implementation, maintenance activities, and technology improvement projects to enhance business efficiency.

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, Business Administration, English, Japanese or any related fields.
- Experience over 9 years HR, GA, Office Management.
- Proven track record of long-term employment and career progression within organizations.
- 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.
- Lead HRGA operations while driving process improvements, strengthening cross-functional collaboration, developing team capabilities, and supporting management in resolving organizational challenges.
- Serve as a key management support partner, helping build a more efficient, structured, and scalable organization to support future business growth.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around MRT Samyan, BKK

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