

PR/120502 | HR&GA Manager

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1614507

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 12:00

General Requirements

Minimum Experience Level
Over 10 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

HR & GA Manager / Senior Manager

About the Company

Our client is a well-established international manufacturing company seeking an experienced HR & GA Manager / Senior Manager to lead Human Resources, General Administration, Quality Management Systems, Safety, and Compliance functions. This role will be a key business partner to management, driving organizational effectiveness, talent development, digital transformation, and operational excellence.

Key Responsibilities

Strategic HR Business Partnering

- Develop and implement HR & GA strategies aligned with business objectives and regional directions.
- Partner with management to provide workforce insights and organizational development solutions.

- Drive organizational transformation and cultivate a high-performance culture.
- Lead workforce planning and succession strategies to support business continuity.

Talent Management & Organization Development

- Lead end-to-end recruitment and talent acquisition activities.
- Develop succession planning, career development, and talent management frameworks.
- Drive performance management, KPI setting, and competency development processes.
- Build leadership development and employee engagement programs.
- Monitor recruitment effectiveness and key HR metrics.

HR Operations & Employee Relations

- Oversee payroll, compensation & benefits, employee welfare, and HR administration.
- Ensure compliance with labor laws, company policies, and HR procedures.
- Manage employee relations, disciplinary actions, grievance handling, and conflict resolution.
- Lead HR budget planning and cost optimization initiatives.

Learning & Development

- Conduct Training Needs Analysis (TNA) and create annual training plans.
- Promote continuous learning and digital learning initiatives.
- Evaluate training effectiveness and development ROI.

General Administration

- Lead office administration and facility management activities.
- Oversee company assets, vehicles, security, housekeeping, utilities, and vendor management.
- Develop efficient and cost-effective administrative processes.
- Ensure business continuity and emergency preparedness programs.

Digital Transformation & Process Improvement

- Lead HR digital transformation and process automation initiatives.
- Implement HRIS, workflow automation, e-forms, e-signature, and paperless solutions.
- Drive operational excellence through Lean and continuous improvement methodologies.
- Explore AI and digital technologies to enhance productivity and employee experience.

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Company Description