

PR/120587 | HR and Admin Manager (Japanese-speaking N2 or Above)

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1616845

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 08:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

HR and Admin Manager (Japanese-speaking N2 or Above)

Company: New Company Set-up

Location: Bangkok

Working Hours: Monday - Friday, 8:30 AM - 5:30 PM

Salary: THB 50,000 - 70,000 per month

Key Responsibilities

1. Pre-Establishment Phase

- Support the company establishment process and coordinate all related documentation.

- Liaise with government agencies, regulatory authorities, legal advisors, and external stakeholders regarding company registration and licensing requirements.
- Coordinate office location selection, leasing arrangements, and office set-up activities.
- Source and procure office furniture, equipment, supplies, and operational resources.
- Coordinate with IT service providers and external vendors to establish office infrastructure and business operations.
- Provide general administrative and project support to management during the set-up phase.
- Provide interpretation support during meetings, negotiations, and discussions with external parties.
- Translate contracts, business documents, correspondence, and corporate materials between Thai, English, and Japanese as required.
- Develop and implement HR systems, policies, procedures, and internal workflows.
- Draft employment contracts and HR-related documentation.
- Prepare employee handbooks, company regulations, and HR policies in accordance with Thai labor laws and company requirements.
- Establish employee onboarding processes and HR record management systems.

2. Post-Establishment Phase

- Lead all HR functions including recruitment, onboarding, employee relations, performance management, and employee engagement.
- Coordinate payroll processing, employee benefits administration, attendance management, and leave administration.
- Maintain employee records and HR documentation.
- Ensure compliance with Thai labor laws, company policies, and internal regulations.
- Support expatriate employees regarding visa, work permit, and related administrative processes.
- Oversee daily office operations and facility management.
- Manage relationships with external vendors, suppliers, and service providers.
- Ensure smooth administrative support across the organization.
- Monitor office budgets and administrative expenses where required.
- Prepare administrative reports and support management with operational requirements.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Management, Japanese, or a related field.
- Japanese language proficiency at JLPT N2 level or above.
- Experience in HR and Administrative management functions.
- Experience supporting company establishment or business start-up projects in Thailand is highly preferred.
- Experience working in a small organization as the primary HR and Administration representative.
- Knowledge of Thai labor law, payroll processes, and HR best practices.
- Experience coordinating visas and work permits for expatriate employees is an advantage.
- Strong communication, coordination, and problem-solving skills.
- Proactive, hands-on, supportive, and able to work independently.
- Proficiency in Microsoft Office applications.

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Company Description