

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
October 27th, 2026 10:00

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.

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.

Privacy Policy Link: https://www.jac-recruitment.th/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.th/terms-of-use

Company Description