

PR/120592 | Senior Human Resources Officer

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1616848

Industry
Other

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 08:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Key Responsibilities

- Lead and supervise day-to-day recruitment activities to ensure timely fulfillment of hiring requirements.
- Develop and execute recruitment strategies aligned with organizational growth plans and workforce needs.
- Manage end-to-end recruitment processes from sourcing through onboarding coordination.
- Build and maintain effective sourcing channels, including job boards, social media platforms, employee referrals, recruitment partners, universities, and professional networks.
- Partner closely with internal stakeholders to understand manpower requirements and hiring priorities.
- Drive initiatives to enhance candidate experience and employer branding activities.
- Maintain recruitment databases, applicant tracking systems, and hiring reports.

- Ensure recruitment activities comply with company policies, labor regulations, and internal audit requirements.
- Support HR projects, employee engagement programs, and organizational activities.
- Coordinate outsourcing workforce arrangements and vendor management.
- Manage recruitment-related contracts, agreements, and external service providers.
- Perform other duties assigned by management.

Qualifications

- Bachelor’s degree in Human Resources, Business Administration, or a related field.
- Experience in Recruitment, Talent Acquisition, or Human Resources.
- Familiar with end-to-end recruitment activities and candidate management.
- Experience working with recruitment agencies, job portals, and sourcing channels.

· Experience recruiting IT or specialist positions would be an advantage.

- Experience working in a Japanese company or multinational environment.
- Good in English and Thai
- Ability to work independently and manage multiple hiring requirements.
- Good command of Microsoft Office applications.
- Knowledge of Thai labor law and HR practices.
- Experience in recruitment reporting and data analysis.

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