

PR/117955 | HR & GA Assistant Manager

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1619296

Industry
Retail

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 10:00

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
None

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 Compliance Assistant Manager (Workplace at Khon Kaen)

Position: HR GA Compliance Assistant Manager

Location: Khon Kaen

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle overall loops in HR, GA, Admin, Corporate Compliance, Safety, Environment, Office management.
- Supervise team in HR, HRD, HRM, compensation & benefits, labour management, recruitment, payroll, ER, Compliance.
- Regulatory compliance related to general affairs, DBD, BOI, Factory Act, Occupational Safety, Health and Environment Act, other industrial and environmental regulations, PDPA and etc.
- Handle workplace safety and align with regulatory compliance.
- Handle compliance related to general admin and Thai Labour Law.
- Implementing and updating policy and procedures related to OSH and environmental compliance.
- Waste management and disposal, Risk and security management, Intellectual property management.
- Providing training and guidance to employees on compliance requirements and procedures.
- Facility management, maintenance of lands, buildings, cars, company equipment, office maintenance.
- Contract and document management, procurement and vendor management, purchasing office suppliers.
- Planning, budgeting, and forecasting for department.
- Overseeing secretarial work including VISA and work permit arrangement.
- Event and travel arrangement, manage company car transportation.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 50,000 - 60,000 THB
- Graduate in institution of education level, bachelor’s degree or higher in any related field.
- Over 9 years’ experience in HR, Admin, GA, Compliance, Safety, Environment in factory or manufacturing business.
- Experience in management level
- Knowledge in laws and regulations applicable to Thai companies.
- Must use English in speaking, reading and writing.
- Having TOEIC score to ensure English skill will be advantage.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work in Khon Kaen.

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