

PR/120664 | Human Resource & Administration Manager /

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1619325

Industry
Retail

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 10:22

General Requirements

Minimum Experience Level
Over 3 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

Human Resource and Administration Manager
Location: Bang na

Job Responsibilities

- Partner with business leaders to align HR initiatives with business objectives.
- Lead workforce planning, talent acquisition, succession planning, and employer branding activities.
- Drive performance management, employee development, compensation & benefits, and annual salary review processes.
- Utilize HR data and insights to support management decision-making and continuous improvement initiatives.
- Lead employee engagement, HR process improvement, and organizational development projects.
- Oversee HR operations, employee administration, benefits administration, and ensure compliance with labor

regulations.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Psychology, Law, or related field.
- Minimum 5 years of experience in HR Management, HRBP, or HR Operations.
- Strong knowledge of talent management, performance management, compensation & benefits, employee relations, and labor law.
- Experience in HR reporting, analytics, and HR systems.
- Good command of English with strong stakeholder management and communication skills.
- Proactive, detail-oriented, and able to thrive in a fast-paced environment.

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.

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Company Description